



Amendment No. 3  
to  
Contract No. NA170000176  
For  
Courier Services  
between  
Daisy Delivery, LLC  
dba Diligent Delivery Systems  
and the  
City of Austin

- 1.0 The City hereby exercises the extension option for the above-referenced contract. Effective July 12, 2020, to July 11, 2021. One option remains.
- 2.0 The contract amount is increase by \$50,000.00 effective on te date of execution of this amendment.
- 3.0 The total contract amount is increased by \$95,000.00 each and combined for the extension option period and cont. The total Contract authorization is recapped below:

Term	Action Amount	Total Contract Amount
Basic Term: 07/12/2017 – 07/11/2019	\$190,000.00	\$190,000.00
Amendment No. 1: Name Change 03/21/2019	\$0.00	\$190,000.00
Amendment No. 2: Option 1 Extension 07/12/2019 – 07/11/2020	\$95,000.00	\$285,000.00
Amend No. 3: Contract Increase Option 2 – Extension 07/12/2020 – 07/11/2021	\$50,000.00 \$95,000.00 \$145,000.00	\$430,000.00

- 4.0 MBE/WBE goals were established for this contract.
- 5.0 By signing this Amendment, the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration (GSA) List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 6.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced contract.

Signature & Date:

*Bernard Oyandt*

Printed Name:

Authorized Representative

*5/11/20*

Signature & Date: Brenita Y. Wilkison

Digitally signed by Brenita Y.  
Wilkison  
Date: 2020.05.11 10:06:25 -05'00'

Brenita Wilkison Procurement Specialist III  
City of Austin  
Purchasing Office

Daisy Delivery, LLC  
dba Diligent Delivery Systems  
2301 East Elmo Rd #3-306  
Austin, TX 78744  
[mmackenroth@diligentusa.com](mailto:mmackenroth@diligentusa.com)  
512-444-4077



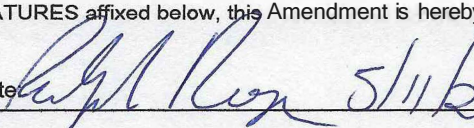
Amendment No. 2  
to  
Contract No. NA170000176  
For  
Courier Services  
between  
Ralph Riojas dba Riojas Enterprises  
and the  
City of Austin

- 1.0 The City hereby exercises the extension option for the above-referenced contract. Effective July 12, 2020, to July 11, 2021. One option remains.
- 2.0 The contract amount is increase by \$50,000.00 effective the execution date of this amendment..
- 3.0 The total contract amount is increased by \$95,000.00 each and combined for the extension option period and cont. The total Contract authorization is recapped below:

Term	Action Amount	Total Contract Amount
Basic Term: 07/12/2017 - 07/11/2019	\$190,000.00	\$190,000.00
Amendment No. 1: Remove PARD from Route Option 1 - Extension 07/12/2019 - 07/11/2020	\$95,000.00	\$285,000.00
Amend No. 2 Contract Increase Option 2 - Extension 07/12/2020 - 07/11/2021	\$50,000.00 \$95,000.00 \$145,000.00	\$430,000.00

- 4.0 MBE/WBE goals were established for this contract.
- 5.0 By signing this Amendment, the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration (GSA) List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 6.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced contract.

Signature & Date:   
Printed Name:  
Authorized Representative

Signature & Date: Brenita Y. Wilkison  
Digitally signed by Brenita Y. Wilkison  
Date: 2020.05.12 07:05:53 -05'00'  
Brenita Wikison Procurement Specialist III  
City of Austin  
Purchasing Office

Ralph Riojas dba Ralph Riojas Enterprises  
3401 Gonzales Street  
Austin, TX 78702  
[riojas44@yahoo.com](mailto:riojas44@yahoo.com)  
512-3187186





Amendment No. 2  
to  
Contract No. NA170000176  
For  
Courier Services  
between  
Daisy Delivery, LLC  
dba Diligent Delivery Systems  
and the  
City of Austin

- 1.0 The City hereby exercises the extension option for the above-referenced contract. Effective July 12, 2019, to July 11, 2020. Two options remain.
- 2.0 The total contract amount is increased by \$95,000.00 each and combined for the extension option period. The total Contract authorization is recapped below:

Term	Action Amount	Total Contract Amount
Basic Term: 07/12/2017 – 07/11/2019	\$190,000.00	\$190,000.00
Amendment No. 1: Name Change 03/21/2019	\$0.00	\$190,000.00
Amendment No. 2: Option 1 Extension 07/12/2019 – 07/11/2020	\$95,000.00	\$285,000.00

- 3.0 MBE/WBE goals were established for this contract.
- 4.0 By signing this Amendment, the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration (GSA) List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 5.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced contract.

Signature & Date: 2/10/19

Printed Name: BERNARD QUANT  
Authorized Representative

VP FREIGHT

Signature & Date: 9-18-19

Erin D'Vincent, Procurement Supervisor  
City of Austin  
Purchasing Office

Daisy Delivery, LLC  
dba Diligent Delivery Systems  
2301 East Elmo Rd #3-306  
Austin, TX 78744  
[mmackenroth@diligentusa.com](mailto:mmackenroth@diligentusa.com)  
512-444-4077



Amendment No. 1  
to  
Contract No. NA170000176  
For  
Courier Services  
between  
Ralph Riojas dba Riojas Enterprises  
and the  
City of Austin

- 1.0 The City hereby exercises the extension option for the above-referenced contract. Effective July 12, 2019, to July 11, 2020. Two options remain.
- 2.0 The total contract amount is increased by \$95,000.00 each and combined for the extension option period. The total Contract authorization is recapped below:

Term	Action Amount	Total Contract Amount
Basic Term: 07/12/2017 – 07/11/2019	\$190,000.00	\$190,000.00
Amendment No. 1: Remove PARD from Route Option 1 - Extension 07/12/2019 – 07/11/2020	\$95,000.00	\$285,000.00

- 3.0 MBE/WBE goals were established for this contract.
- 4.0 By signing this Amendment, the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration (GSA) List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 5.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced contract.

Signature & Date:

*Ralph Riojas* 7-2-19  
Printed Name: Ralph Riojas  
Authorized Representative

Signature & Date:

*[Signature]*  
Erin D'Vincent, Procurement Supervisor  
City of Austin  
Purchasing Office

7-11-19

Ralph Riojas dba Ralph Riojas Enterprises  
3401 Gonzales Street  
Austin, TX 78702  
[riojas44@yahoo.com](mailto:riojas44@yahoo.com)  
512-3187186





Amendment No. 1  
to  
Contract No. NA170000176  
For  
Courier Services  
Between  
PES Enterprises  
dba Capitol Services  
and the  
City of Austin

1.0 The Contract is hereby amended as follows: Change the vendor information as requested and documented by the vendor.

	From	To
Vendor Name	PES Enterprises dba Capitol Courier	Daisy Delivery, LLC dba Diligent Delivery Systems
Vendor Code	CAP7155410	V00000958916
FEIN		

2.0 All other terms and conditions of the Contract remain unchanged and in full force and effect.

**BY THE SIGNATURE** affixed below, this Amendment No. 1 is hereby incorporated into and made a part of the Contract.

 for

Linell Goodin-Brown  
Contract Management Supervisor II  
City of Austin, Purchasing Office

3-21-19

Date



# City of Austin

## Purchasing Office

P.O. Box 1088, Austin, TX 78767

July 12, 2017

P.E.S. Enterprises dba Capitol Courier  
Mr. Paul Swope  
PO Box 3182  
Austin, TX 78764

Dear Mr. Swope:

The Austin City Council approved the execution of a contract with P.E.S Enterprises dba Capitol Courier and Ralph Riojas dba Riojas Enterprises in accordance with the referenced solicitation.

Responsible Department:	Municipal Court
Department Contact Person:	David Coleman
Department Contact Email Address:	<a href="mailto:david.coleman@austintexas.gov">david.coleman@austintexas.gov</a>
Department Contact Telephone:	(512) 974-4617
Responsible Department:	Fleet Services Department
Department Contact Person:	Steve Orwick
Department Contact Email Address:	<a href="mailto:steve.orwick@austintexas.gov">steve.orwick@austintexas.gov</a>
Department Contact Telephone:	(512) 974-1768
Project Name:	Courier Services
Contractor Name:	Capitol Courier
Contract Number:	MA 7500 NA170000176
Contract Period:	7/12/2017 – 7/11/2019
Dollar Amount	\$190,000 divided between the Contractors
Extension Options:	Three 12-month options
Requisition Number:	RQM 7500 17012500239
Solicitation Type & Number:	IFB JRD0036
Agenda Item Number:	39
Council Approval Date:	6/15/2017

Thank you for your interest in doing business with the City of Austin. If you have any questions regarding this contract, please contact the person referenced under Department Contact Person.

Sincerely,

Jonathan Dalchau  
Procurement Specialist IV  
City of Austin  
Purchasing Office



**CONTRACT BETWEEN THE CITY OF AUSTIN ("CITY")  
AND  
P.E.S. ENTERPRISES DBA CAPITOL COURIER ("CONTRACTOR")  
FOR  
COURIER SERVICES  
MA 7500 NA170000176**

The City accepts the Contractor's Offer (as referenced in Section 1.1.3 below) for the above requirement and enters into the following Contract.

This Contract is between P.E.S. Enterprises dba Capitol Courier having offices at 2301 E. Saint Elmo Road, #306, Austin, TX 78744 and the City, a home-rule municipality incorporated by the State of Texas, and is effective as of the date executed by the City ("Effective Date").

Capitalized terms used but not defined herein have the meanings given them in Solicitation Number IFB JRD0036 - Courier Services.

**1.1 This Contract is composed of the following documents:**

- 1.1.1 This Document
- 1.1.2 The City's Solicitation, Invitation for Bid (IFB), JRD0036 - Courier Services including all documents incorporated by reference
- 1.1.3 P.E.S. Enterprises dba Capitol Courier Offer, dated 3/21/2017, including subsequent clarifications.

**1.2 Order of Precedence.** Any inconsistency or conflict in the Contract documents shall be resolved by giving precedence in the following order:

- 1.2.1 This Document
- 1.2.2 The City's Solicitation as referenced in Section 1.1.2, including all documents incorporated by reference
- 1.2.3 The Contractor's Offer as referenced in Section 1.1.3, including subsequent clarifications

**1.3 Term of Contract.** The Contract will be in effect for an initial term of twenty-four (24) months and may be extended thereafter for up to three (3) twelve (12) month extension option(s), subject to the approval of the Contractor and the City Purchasing Officer or his designee. See the Term of Contract provision in Section 0400 for additional Contract requirements.

**1.4 Compensation.** The Contractor shall be paid a total Not-to-Exceed amount of \$190,000 divided among the Contractors for the initial Contract term and \$95,000 divided among the Contractors for each extension option as indicated in the Bid Sheet, IFB Section 0600. Payment shall be made upon successful completion of services or delivery of goods as outlined in each individual Delivery Order.

**1.5 Quantity of Work.** There is no guaranteed quantity of work for the period of the Contract and there are no minimum order quantities. Work will be on an as needed basis as specified by the City for each Delivery Order.

**1.6 Clarifications and Additional Agreements.** The following are incorporated into the Contract.

- 1.6.1 P.E.S. Enterprises dba Capitol Courier is awarded Category 1 - Municipal Court Routes and Category 4 - As Needed Destination Routes based on the lines bid in Section 0600 - Bid Sheet for IFB 7500 JRD0036.

1.6.2 Ralph Riojas dba Ralph Riojas Enterprises is awarded Category 2 - Building Services Routes, Category 3 - Parks & Recreation Routes, and Category 5 - Non-Specified Items based on the lines bid in Section 0600 - Bid Sheet for IFB 7500 JRD0036.

This Contract (including any Exhibits) constitutes the entire agreement of the parties regarding the subject matter of this Contract and supersedes all prior and contemporaneous agreements and understandings, whether written or oral, relating to such subject matter. This Contract may be altered, amended, or modified only by a written instrument signed by the duly authorized representatives of both parties.

In witness whereof, the City has caused a duly authorized representative to execute this Contract on the date set forth below.

**P.E.S. ENTERPRISES DBA CAPITOL  
COURIER**

**CITY OF AUSTIN**

Paul E. Swope

Printed Name of Authorized Person

[Signature]

Signature

President

Title:

6/20/17

Date:

Jonathan Dalchau

Printed Name of Authorized Person

[Signature]

Signature

Procurement Specialist IV

Title:

7/12/2017

Date:





**ADDENDUM  
INVITATION FOR BID  
COURIER SERVICES  
CITY OF AUSTIN, TEXAS**

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**IFB: JRD0036**

**Addendum No: 1**

**Date of Addendum: March 7, 2017**

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This addendum is to incorporate the following changes to the above-referenced solicitation.

**1.0 Questions and Answers.**

(Q1) Is there a current contract and is there a previous bid tab?

(A1) Attached are the bid tabs for previously bid solicitations. These were solicited independent of each other.

NA150000065 - [https://www.ci.austin.tx.us/financeonline/contract\\_catalog/OCCViewMA.cfm?cd=MA&dd=4600&id=NA150000065](https://www.ci.austin.tx.us/financeonline/contract_catalog/OCCViewMA.cfm?cd=MA&dd=4600&id=NA150000065)

NA160000138 - [https://www.ci.austin.tx.us/financeonline/contract\\_catalog/OCCViewMA.cfm?cd=MA&dd=8600&id=NA160000138](https://www.ci.austin.tx.us/financeonline/contract_catalog/OCCViewMA.cfm?cd=MA&dd=8600&id=NA160000138)

NA170000008 - [https://www.ci.austin.tx.us/financeonline/contract\\_catalog/OCCViewMA.cfm?cd=MA&dd=7500&id=NA170000008](https://www.ci.austin.tx.us/financeonline/contract_catalog/OCCViewMA.cfm?cd=MA&dd=7500&id=NA170000008)

(Q2) What is the anticipated start date for this contract?

(A2) Depending on the total amounts bid, the contract could start as early as the end of March for the Building Services routes. Other routes are dependent on if the total amount bid exceeds the amount needed for Council approval.

(Q3) My company is a minority certified firm, can I bid as a prime on this contract?

(A3) Yes you may bid as a prime Contractor. This solicitation did not have goals assigned to it, however, a prime contractor may elect to subcontract portions of their bid. They would just need to follow the process as outlined in Section 0900 – No Goals form by contacting the City's Small and Minority Business Resources Department (SMBR) at (512) 974-7600.

(Q4) Are the routes set, or can we optimize the routes?

(A4) For Category 2, the Building Services Department has been performing the services on this route and feels like it has been optimized, however the department is open to suggested improvements. The other category routes may be optimized as needed.

(Q5) Do I have to bid on each Category or can I just bid specific routes?

(A5) For Categories 1 - 4, you may provide pricing for one or more of these categories. Category 5 is for information purposes only. It offers you the opportunity to indicate other services that you can provide the City if you are awarded one of the previous categories.



- (Q6) Can you disclose the expectations you have for the new courier team and how we can best meet the needs of the business?
- (A6) The expectations of this contract is to combine services to capture economies of scale, add available funding, and establish a long term solution for the City departments.
- (Q7) Are the routes set, or can we optimize the routes?
- (A7) For Category 2, the Building Services Department has been performing the services on this route and feels like it has been optimized, however the department is open to suggested improvements. The other category routes may be optimized as needed.
- (Q8) Do I need to submit the Insurance Certificate or Form 1295 – Certificate of Interested Parties forms with the bid?
- (A8) No you do not need to submit the Insurance Certificate and Form 1295 documents with your bid. The City will ask for those documents from the recommended Contractor(s) at the time of contract execution.

2.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated into and made a part of the above-referenced Invitation for Bid.

APPROVED BY:

  
Jonathan Dalchau, Senior Buyer Specialist  
Purchasing Office

3/7/2017  
Date

ACKNOWLEDGED BY:

Capitol Courier  
Vendor Name

  
Authorized Signature

3/21/2017  
Date

**RETURN A COPY OF THIS ADDENDUM**  
**to the Purchasing Office, City of Austin, Texas with your bid.**  
**Failure to do so may constitute grounds for rejection of your bid.**





**ADDENDUM  
INVITATION FOR BID  
COURIER SERVICES  
CITY OF AUSTIN, TEXAS**

**IFB: JRD0036**

**Addendum No: 2**

**Date of Addendum: March 10, 2017**

This addendum is to incorporate the following changes to the above-referenced solicitation.

1.0 Clarification: Bid Due time nomenclature is updated to clarify bids are due at 2:00 PM Central Daylight Savings Time.

1.1 Bid Due Prior To time and date is 2:00 PM (CDT), Tuesday, March 21, 2017.

2.0 Questions and Answers.

(Q1) How many awards will be made?

(A1) Awards will be made to the lowest bidding vendor meeting the solicitation requirements. The City may award to a single vendor, but may elect to award to up to four vendors based on the categories listed on the Bid Sheet if advantageous to the City.

(Q2) How often are the "as needed destination" routes?

(A2) The need for these routes are not known. It could happen several times a year or not at all in a given year.

3.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated into and made a part of the above-referenced Invitation for Bid.

APPROVED BY:

  
Jonathan Dalchau, Procurement Specialist IV  
Purchasing Office

3/10/2017  
Date

ACKNOWLEDGED BY:

Capitol Courier  
Vendor Name

  
Authorized Signature

3/21/2017  
Date

**RETURN A COPY OF THIS ADDENDUM**  
**to the Purchasing Office, City of Austin, Texas with your bid.**  
**Failure to do so may constitute grounds for rejection of your bid.**



## CITY OF AUSTIN, TEXAS

### Purchasing Office INVITATION FOR BID (IFB) OFFER SHEET

**SOLICITATION NO:** 7500 JRD0036

**COMMODITY/SERVICE DESCRIPTION:** Courier Services

**DATE ISSUED:** February 27, 2017

**REQUISITION NO.:** 7500 17012500239

**COMMODITY CODE:** 96224

**BID DUE PRIOR TO:** 2:00 PM (CDT), Tuesday, March 21, 2017

**FOR CONTRACTUAL AND TECHNICAL  
ISSUES CONTACT THE FOLLOWING  
AUTHORIZED CONTACTS:**

**BID OPENING TIME AND DATE:** 2:15 PM (CDT), Tuesday, March  
21, 2017

**Primary Contact:**

Jonathan Dalchau

Procurement Specialist IV

**Phone:** (512) 974-2938

**E-Mail:** jonathan.dalchau@austintexas.gov

**LOCATION:** MUNICIPAL BUILDING, 124 W 8<sup>th</sup> STREET  
RM 308, AUSTIN, TEXAS 78701

**LIVE BID OPENING ONLINE:**

**Secondary Contact:**

Erika Larsen

Procurement Specialist II

**Phone:** (512) 974-3127

**E-Mail:** erika.larsen@austintexas.gov

For information on how to attend the Bid Opening online, please select  
this link:

<http://www.austintexas.gov/department/bid-opening-webinars>

When submitting a sealed Offer and/or Compliance Plan, use the proper address for the type of service desired,  
as shown below:

Address for US Mail (Only)	Address for FedEx, UPS, Hand Delivery or Courier Service
City of Austin	City of Austin, Municipal Building
Purchasing Office-Response Enclosed for Solicitation # JRD0036	Purchasing Office-Response Enclosed for Solicitation # JRD0036
P.O. Box 1088	124 W 8 <sup>th</sup> Street, Rm 308
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

**NOTE:** Offers must be received and time stamped in the Purchasing Office prior to the Due Date and Time. It is the responsibility of the Offeror to ensure that their Offer arrives at the receptionist's desk in the Purchasing Office prior to the time and date indicated. Arrival at the City's mailroom, mail terminal, or post office box will not constitute the Offer arriving on time. See Section 0200 for additional solicitation instructions.

**All Offers (including Compliance Plans) that are not submitted in a sealed envelope or container will not be considered.**

The Vendor agrees, if this Offer is accepted within 120 calendar days after the Due Date, to fully comply in strict accordance with the Solicitation, specifications and provisions attached thereto for the amounts shown on the accompanying Offer.

**SUBMIT 1 ORIGINAL AND 1 ELECTRONIC COPY OF YOUR RESPONSE**  
(Electronic copy should be a single scanned file of the original proposal per flash drive)

**\*\*\*SIGNATURE FOR SUBMITTAL REQUIRED ON PAGE 3 OF THIS DOCUMENT\*\*\***



**This solicitation is comprised of the following required sections. Please ensure to carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.**

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	8
0500	SCOPE OF WORK	4
0600	BID SHEET – Must be completed and returned with Offer	2
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	2
0700	REFERENCE SHEET – Complete and return if required	2
0800	NON-DISCRIMINATION AND NON-RETALIATION CERTIFICATION	1
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0815	LIVING WAGES CONTRACTOR CERTIFICATION—Complete and return	1
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1
0900	MBE/WBE PROCUREMENT PROGRAM PACKAGE NO GOALS FORM – Complete & return	2
Attachment A	BUILDING SERVICE ROUTES	3
Attachment B	PARKS & RECREATION ROUTES	1

**\* Documents are hereby incorporated into this Solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of the \* Sections are available on the Internet at the following online address:**

[http://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm#STANDARDBIDDOCUMENTS](http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS)

**If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office located in the Municipal Building, 124 West 8<sup>th</sup> Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. Please have the Solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed, or faxed to you.**

### **INTERESTED PARTIES DISCLOSURE**

**In addition, Section 2252.908 of the Texas Government Code requires the successful offeror to complete a Form 1295 "Certificate of Interested Parties" that is signed and notarized for a contract award requiring council authorization. The "Certificate of Interested Parties" form must be completed on the Texas Ethics Commission website, printed, signed and submitted to the City by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury prior to final contract execution.**

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

**The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.**

Company Name: PES Enterprises dba Capitol Courier

Company Address: P.O. Box 3182

City, State, Zip: Austin, Texas 78764

Federal Tax ID No. \_\_\_\_\_

Printed Name of Officer or Authorized Representative: Paul E. Swope

Title: President

Signature of Officer or Authorized Representative: 

Date: 3/21/17

Email Address: pauleswope@gmail.com

Phone Number: (512) 444-4077

**\* Completed Bid Sheet, section 0600 must be submitted with this Offer sheet to be considered for award**

**CITY OF AUSTIN  
PURCHASING OFFICE  
STANDARD PURCHASE TERMS AND CONDITIONS**

By submitting an Offer in response to the Solicitation, the Contractor agrees that the Contract shall be governed by the following terms and conditions. Unless otherwise specified in the Contract, Sections 3, 4, 5, 6, 7, 8, 20, 21, and 36 shall apply only to a Solicitation to purchase Goods, and Sections 9, 10, 11 and 22 shall apply only to a Solicitation to purchase Services to be performed principally at the City's premises or on public rights-of-way.

1. **CONTRACTOR'S OBLIGATIONS**. The Contractor shall fully and timely provide all Deliverables described in the Solicitation and in the Contractor's Offer in strict accordance with the terms, covenants, and conditions of the Contract and all applicable Federal, State, and local laws, rules, and regulations.
2. **EFFECTIVE DATE/TERM**. Unless otherwise specified in the Solicitation, this Contract shall be effective as of the date the contract is signed by the City, and shall continue in effect until all obligations are performed in accordance with the Contract.
3. **CONTRACTOR TO PACKAGE DELIVERABLES**: The Contractor will package Deliverables in accordance with good commercial practice and shall include a packing list showing the description of each item, the quantity and unit price. Unless otherwise provided in the Specifications or Supplemental Terms and Conditions, each shipping container shall be clearly and permanently marked as follows: (a) The Contractor's name and address, (b) the City's name, address and purchase order or purchase release number and the price agreement number if applicable, (c) Container number and total number of containers, e.g. box 1 of 4 boxes, and (d) the number of the container bearing the packing list. The Contractor shall bear cost of packaging. Deliverables shall be suitably packed to secure lowest transportation costs and to conform with requirements of common carriers and any applicable specifications. The City's count or weight shall be final and conclusive on shipments not accompanied by packing lists.
4. **SHIPMENT UNDER RESERVATION PROHIBITED**: The Contractor is not authorized to ship the Deliverables under reservation and no tender of a bill of lading will operate as a tender of Deliverables.
5. **TITLE & RISK OF LOSS**: Title to and risk of loss of the Deliverables shall pass to the City only when the City actually receives and accepts the Deliverables.
6. **DELIVERY TERMS AND TRANSPORTATION CHARGES**: Deliverables shall be shipped F.O.B. point of delivery unless otherwise specified in the Supplemental Terms and Conditions. Unless otherwise stated in the Offer, the Contractor's price shall be deemed to include all delivery and transportation charges. The City shall have the right to designate what method of transportation shall be used to ship the Deliverables. The place of delivery shall be that set forth in the block of the purchase order or purchase release entitled "Receiving Agency".
7. **RIGHT OF INSPECTION AND REJECTION**: The City expressly reserves all rights under law, including, but not limited to the Uniform Commercial Code, to inspect the Deliverables at delivery before accepting them, and to reject defective or non-conforming Deliverables. If the City has the right to inspect the Contractor's, or the Contractor's Subcontractor's, facilities, or the Deliverables at the Contractor's, or the Contractor's Subcontractor's, premises, the Contractor shall furnish, or cause to be furnished, without additional charge, all reasonable facilities and assistance to the City to facilitate such inspection.
8. **NO REPLACEMENT OF DEFECTIVE TENDER**: Every tender or delivery of Deliverables must fully comply with all provisions of the Contract as to time of delivery, quality, and quantity. Any non-complying tender shall constitute a breach and the Contractor shall not have the right to substitute a conforming tender; provided, where the time for performance has not yet expired, the Contractor may notify the City of the intention to cure and may then make a conforming tender within the time allotted in the contract.
9. **PLACE AND CONDITION OF WORK**: The City shall provide the Contractor access to the sites where the Contractor is to perform the services as required in order for the Contractor to perform the services in a timely and efficient manner, in accordance with and subject to the applicable security laws, rules, and regulations. The Contractor acknowledges that it has satisfied itself as to the nature of the City's service requirements and specifications, the location and essential characteristics of the work sites, the quality and quantity of materials, equipment, labor and facilities necessary to perform the services, and any other condition or state of fact which could in any way affect performance of the Contractor's obligations under the contract. The Contractor hereby releases and holds the City



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harmless from and against any liability or claim for damages of any kind or nature if the actual site or service conditions differ from expected conditions.

**10. WORKFORCE**

- A. The Contractor shall employ only orderly and competent workers, skilled in the performance of the services which they will perform under the Contract.
- B. The Contractor, its employees, subcontractors, and subcontractor's employees may not while engaged in participating or responding to a solicitation or while in the course and scope of delivering goods or services under a City of Austin contract or on the City's property .
  - i. use or possess a firearm, including a concealed handgun that is licensed under state law, except as required by the terms of the contract; or
  - ii. use or possess alcoholic or other intoxicating beverages, illegal drugs or controlled substances, nor may such workers be intoxicated, or under the influence of alcohol or drugs, on the job.
- C. If the City or the City's representative notifies the Contractor that any worker is incompetent, disorderly or disobedient, has knowingly or repeatedly violated safety regulations, has possessed any firearms, or has possessed or was under the influence of alcohol or drugs on the job, the Contractor shall immediately remove such worker from Contract services, and may not employ such worker again on Contract services without the City's prior written consent.

- 11. COMPLIANCE WITH HEALTH, SAFETY, AND ENVIRONMENTAL REGULATIONS:** The Contractor, its Subcontractors, and their respective employees, shall comply fully with all applicable federal, state, and local health, safety, and environmental laws, ordinances, rules and regulations in the performance of the services, including but not limited to those promulgated by the City and by the Occupational Safety and Health Administration (OSHA). In case of conflict, the most stringent safety requirement shall govern. The Contractor shall indemnify and hold the City harmless from and against all claims, demands, suits, actions, judgments, fines, penalties and liability of every kind arising from the breach of the Contractor's obligations under this paragraph.

**12. INVOICES:**

- A. The Contractor shall submit separate invoices in duplicate on each purchase order or purchase release after each delivery. If partial shipments or deliveries are authorized by the City, a separate invoice must be sent for each shipment or delivery made.
- B. **Proper Invoices must include a unique invoice number, the purchase order or delivery order number and the master agreement number if applicable, the Department's Name, and the name of the point of contact for the Department.** Invoices shall be itemized and transportation charges, if any, shall be listed separately. A copy of the bill of lading and the freight waybill, when applicable, shall be attached to the invoice. The Contractor's name and, if applicable, the tax identification number on the invoice must exactly match the information in the Vendor's registration with the City. Unless otherwise instructed in writing, the City may rely on the remittance address specified on the Contractor's invoice.
- C. Invoices for labor shall include a copy of all time-sheets with trade labor rate and Deliverables order number clearly identified. Invoices shall also include a tabulation of work-hours at the appropriate rates and grouped by work order number. Time billed for labor shall be limited to hours actually worked at the work site.
- D. Unless otherwise expressly authorized in the Contract, the Contractor shall pass through all Subcontract and other authorized expenses at actual cost without markup.
- E. Federal excise taxes, State taxes, or City sales taxes must not be included in the invoiced amount. The City will furnish a tax exemption certificate upon request.

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**13. PAYMENT:**

- A. All proper invoices received by the City will be paid within thirty (30) calendar days of the City's receipt of the Deliverables or of the invoice, whichever is later.
- B. **If payment is not timely made, (per paragraph A), interest shall accrue on the unpaid balance at the lesser of the rate specified in Texas Government Code Section 2251.025 or the maximum lawful rate; except, if payment is not timely made for a reason for which the City may withhold payment hereunder, interest shall not accrue until ten (10) calendar days after the grounds for withholding payment have been resolved.**
- C. If partial shipments or deliveries are authorized by the City, the Contractor will be paid for the partial shipment or delivery, as stated above, provided that the invoice matches the shipment or delivery.
- D. The City may withhold or set off the entire payment or part of any payment otherwise due the Contractor to such extent as may be necessary on account of:
  - i. delivery of defective or non-conforming Deliverables by the Contractor;
  - ii. third party claims, which are not covered by the insurance which the Contractor is required to provide, are filed or reasonable evidence indicating probable filing of such claims;
  - iii. failure of the Contractor to pay Subcontractors, or for labor, materials or equipment;
  - iv. damage to the property of the City or the City's agents, employees or contractors, which is not covered by insurance required to be provided by the Contractor;
  - v. reasonable evidence that the Contractor's obligations will not be completed within the time specified in the Contract, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay;
  - vi. failure of the Contractor to submit proper invoices with all required attachments and supporting documentation; or
  - vii. failure of the Contractor to comply with any material provision of the Contract Documents.
- E. Notice is hereby given of Article VIII, Section 1 of the Austin City Charter which prohibits the payment of any money to any person, firm or corporation who is in arrears to the City for taxes, and of §2-8-3 of the Austin City Code concerning the right of the City to offset indebtedness owed the City.
- F. Payment will be made by check unless the parties mutually agree to payment by credit card or electronic transfer of funds. The Contractor agrees that there shall be no additional charges, surcharges, or penalties to the City for payments made by credit card or electronic funds transfer.
- G. The awarding or continuation of this contract is dependent upon the availability of funding. The City's payment obligations are payable only and solely from funds Appropriated and available for this contract. The absence of Appropriated or other lawfully available funds shall render the Contract null and void to the extent funds are not Appropriated or available and any Deliverables delivered but unpaid shall be returned to the Contractor. The City shall provide the Contractor written notice of the failure of the City to make an adequate Appropriation for any fiscal year to pay the amounts due under the Contract, or the reduction of any Appropriation to an amount insufficient to permit the City to pay its obligations under the Contract. In the event of non or inadequate appropriation of funds, there will be no penalty nor removal fees charged to the City.

- 14. TRAVEL EXPENSES:** All travel, lodging and per diem expenses in connection with the Contract for which reimbursement may be claimed by the Contractor under the terms of the Solicitation will be reviewed against the City's Travel Policy as published and maintained by the City's Controller's Office and the Current United States General Services Administration Domestic Per Diem Rates (the "Rates") as published and maintained on the Internet at:

<http://www.gsa.gov/portal/category/21287>

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No amounts in excess of the Travel Policy or Rates shall be paid. All invoices must be accompanied by copies of detailed itemized receipts (e.g. hotel bills, airline tickets). No reimbursement will be made for expenses not actually incurred. Airline fares in excess of coach or economy will not be reimbursed. Mileage charges may not exceed the amount permitted as a deduction in any year under the Internal Revenue Code or Regulations.

**15. FINAL PAYMENT AND CLOSE-OUT:**

- A. If an MBE/WBE Program Compliance Plan is required by the Solicitation, and the Contractor has identified Subcontractors, the Contractor is required to submit a Contract Close-Out MBE/WBE Compliance Report to the Project manager or Contract manager no later than the 15th calendar day after completion of all work under the contract. Final payment, retainage, or both may be withheld if the Contractor is not in compliance with the requirements of the Compliance Plan as accepted by the City.
- B. The making and acceptance of final payment will constitute:
  - i. a waiver of all claims by the City against the Contractor, except claims (1) which have been previously asserted in writing and not yet settled, (2) arising from defective work appearing after final inspection, (3) arising from failure of the Contractor to comply with the Contract or the terms of any warranty specified herein, (4) arising from the Contractor's continuing obligations under the Contract, including but not limited to indemnity and warranty obligations, or (5) arising under the City's right to audit; and
  - ii. a waiver of all claims by the Contractor against the City other than those previously asserted in writing and not yet settled.

**16. SPECIAL TOOLS & TEST EQUIPMENT:** If the price stated on the Offer includes the cost of any special tooling or special test equipment fabricated or required by the Contractor for the purpose of filling this order, such special tooling equipment and any process sheets related thereto shall become the property of the City and shall be identified by the Contractor as such.

**17. AUDITS and RECORDS:**

- A. The Contractor agrees that the representatives of the Office of the City Auditor or other authorized representatives of the City shall have access to, and the right to audit, examine, or reproduce, any and all records of the Contractor related to the performance under this Contract. The Contractor shall retain all such records for a period of three (3) years after final payment on this Contract or until all audit and litigation matters that the City has brought to the attention of the Contractor are resolved, whichever is longer. The Contractor agrees to refund to the City any overpayments disclosed by any such audit.
- B. Records Retention:
  - i. Contractor is subject to City Code chapter 2-11 (Records Management), and as it may subsequently be amended. For purposes of this subsection, a Record means all books, accounts, reports, files, and other data recorded or created by a Contractor in fulfillment of the Contract whether in digital or physical format, except a record specifically relating to the Contractor's internal administration.
  - ii. All Records are the property of the City. The Contractor may not dispose of or destroy a Record without City authorization and shall deliver the Records, in all requested formats and media, along with all finding aids and metadata, to the City at no cost when requested by the City
  - iii. The Contractor shall retain all Records for a period of three (3) years after final payment on this Contract or until all audit and litigation matters that the City has brought to the attention of the Contractor are resolved, whichever is longer.
- C. The Contractor shall include sections A and B above in all subcontractor agreements entered into in connection with this Contract.



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**18. SUBCONTRACTORS:**

- A. If the Contractor identified Subcontractors in an MBE/WBE Program Compliance Plan or a No Goals Utilization Plan the Contractor shall comply with the provisions of Chapters 2-9A, 2-9B, 2-9C, and 2-9D, as applicable, of the Austin City Code and the terms of the Compliance Plan or Utilization Plan as approved by the City (the "Plan"). The Contractor shall not initially employ any Subcontractor except as provided in the Contractor's Plan. The Contractor shall not substitute any Subcontractor identified in the Plan, unless the substitute has been accepted by the City in writing in accordance with the provisions of Chapters 2-9A, 2-9B, 2-9C and 2-9D, as applicable. No acceptance by the City of any Subcontractor shall constitute a waiver of any rights or remedies of the City with respect to defective Deliverables provided by a Subcontractor. If a Plan has been approved, the Contractor is additionally required to submit a monthly Subcontract Awards and Expenditures Report to the Contract Manager and the Purchasing Office Contract Compliance Manager no later than the tenth calendar day of each month.
- B. Work performed for the Contractor by a Subcontractor shall be pursuant to a written contract between the Contractor and Subcontractor. The terms of the subcontract may not conflict with the terms of the Contract, and shall contain provisions that:
  - i. require that all Deliverables to be provided by the Subcontractor be provided in strict accordance with the provisions, specifications and terms of the Contract;
  - ii. prohibit the Subcontractor from further subcontracting any portion of the Contract without the prior written consent of the City and the Contractor. The City may require, as a condition to such further subcontracting, that the Subcontractor post a payment bond in form, substance and amount acceptable to the City;
  - iii. require Subcontractors to submit all invoices and applications for payments, including any claims for additional payments, damages or otherwise, to the Contractor in sufficient time to enable the Contractor to include same with its invoice or application for payment to the City in accordance with the terms of the Contract;
  - iv. require that all Subcontractors obtain and maintain, throughout the term of their contract, insurance in the type and amounts specified for the Contractor, with the City being a named insured as its interest shall appear; and
  - v. require that the Subcontractor indemnify and hold the City harmless to the same extent as the Contractor is required to indemnify the City.
- C. The Contractor shall be fully responsible to the City for all acts and omissions of the Subcontractors just as the Contractor is responsible for the Contractor's own acts and omissions. Nothing in the Contract shall create for the benefit of any such Subcontractor any contractual relationship between the City and any such Subcontractor, nor shall it create any obligation on the part of the City to pay or to see to the payment of any moneys due any such Subcontractor except as may otherwise be required by law.
- D. The Contractor shall pay each Subcontractor its appropriate share of payments made to the Contractor not later than ten (10) calendar days after receipt of payment from the City.

**19. WARRANTY-PRICE:**

- A. The Contractor warrants the prices quoted in the Offer are no higher than the Contractor's current prices on orders by others for like Deliverables under similar terms of purchase.
- B. The Contractor certifies that the prices in the Offer have been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such fees with any other firm or with any competitor.
- C. In addition to any other remedy available, the City may deduct from any amounts owed to the Contractor, or otherwise recover, any amounts paid for items in excess of the Contractor's current prices on orders by others for like Deliverables under similar terms of purchase.

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20. **WARRANTY – TITLE:** The Contractor warrants that it has good and indefeasible title to all Deliverables furnished under the Contract, and that the Deliverables are free and clear of all liens, claims, security interests and encumbrances. The Contractor shall indemnify and hold the City harmless from and against all adverse title claims to the Deliverables.
21. **WARRANTY – DELIVERABLES:** The Contractor warrants and represents that all Deliverables sold the City under the Contract shall be free from defects in design, workmanship or manufacture, and conform in all material respects to the specifications, drawings, and descriptions in the Solicitation, to any samples furnished by the Contractor, to the terms, covenants and conditions of the Contract, and to all applicable State, Federal or local laws, rules, and regulations, and industry codes and standards. Unless otherwise stated in the Solicitation, the Deliverables shall be new or recycled merchandise, and not used or reconditioned.
- A. Recycled Deliverables shall be clearly identified as such.
  - B. The Contractor may not limit, exclude or disclaim the foregoing warranty or any warranty implied by law; and any attempt to do so shall be without force or effect.
  - C. Unless otherwise specified in the Contract, the warranty period shall be at least one year from the date of acceptance of the Deliverables or from the date of acceptance of any replacement Deliverables. If during the warranty period, one or more of the above warranties are breached, the Contractor shall promptly upon receipt of demand either repair the non-conforming Deliverables, or replace the non-conforming Deliverables with fully conforming Deliverables, at the City's option and at no additional cost to the City. All costs incidental to such repair or replacement, including but not limited to, any packaging and shipping costs, shall be borne exclusively by the Contractor. The City shall endeavor to give the Contractor written notice of the breach of warranty within thirty (30) calendar days of discovery of the breach of warranty, but failure to give timely notice shall not impair the City's rights under this section.
  - D. If the Contractor is unable or unwilling to repair or replace defective or non-conforming Deliverables as required by the City, then in addition to any other available remedy, the City may reduce the quantity of Deliverables it may be required to purchase under the Contract from the Contractor, and purchase conforming Deliverables from other sources. In such event, the Contractor shall pay to the City upon demand the increased cost, if any, incurred by the City to procure such Deliverables from another source.
  - E. If the Contractor is not the manufacturer, and the Deliverables are covered by a separate manufacturer's warranty, the Contractor shall transfer and assign such manufacturer's warranty to the City. If for any reason the manufacturer's warranty cannot be fully transferred to the City, the Contractor shall assist and cooperate with the City to the fullest extent to enforce such manufacturer's warranty for the benefit of the City.
22. **WARRANTY – SERVICES:** The Contractor warrants and represents that all services to be provided the City under the Contract will be fully and timely performed in a good and workmanlike manner in accordance with generally accepted industry standards and practices, the terms, conditions, and covenants of the Contract, and all applicable Federal, State and local laws, rules or regulations.
- A. The Contractor may not limit, exclude or disclaim the foregoing warranty or any warranty implied by law, and any attempt to do so shall be without force or effect.
  - B. Unless otherwise specified in the Contract, the warranty period shall be at least one year from the Acceptance Date. If during the warranty period, one or more of the above warranties are breached, the Contractor shall promptly upon receipt of demand perform the services again in accordance with above standard at no additional cost to the City. All costs incidental to such additional performance shall be borne by the Contractor. The City shall endeavor to give the Contractor written notice of the breach of warranty within thirty (30) calendar days of discovery of the breach warranty, but failure to give timely notice shall not impair the City's rights under this section.
  - C. If the Contractor is unable or unwilling to perform its services in accordance with the above standard as required by the City, then in addition to any other available remedy, the City may reduce the amount of services it may be

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required to purchase under the Contract from the Contractor, and purchase conforming services from other sources. In such event, the Contractor shall pay to the City upon demand the increased cost, if any, incurred by the City to procure such services from another source.

23. **ACCEPTANCE OF INCOMPLETE OR NON-CONFORMING DELIVERABLES:** If, instead of requiring immediate correction or removal and replacement of defective or non-conforming Deliverables, the City prefers to accept it, the City may do so. The Contractor shall pay all claims, costs, losses and damages attributable to the City's evaluation of and determination to accept such defective or non-conforming Deliverables. If any such acceptance occurs prior to final payment, the City may deduct such amounts as are necessary to compensate the City for the diminished value of the defective or non-conforming Deliverables. If the acceptance occurs after final payment, such amount will be refunded to the City by the Contractor.
24. **RIGHT TO ASSURANCE:** Whenever one party to the Contract in good faith has reason to question the other party's intent to perform, demand may be made to the other party for written assurance of the intent to perform. In the event that no assurance is given within the time specified after demand is made, the demanding party may treat this failure as an anticipatory repudiation of the Contract.
25. **STOP WORK NOTICE:** The City may issue an immediate Stop Work Notice in the event the Contractor is observed performing in a manner that is in violation of Federal, State, or local guidelines, or in a manner that is determined by the City to be unsafe to either life or property. Upon notification, the Contractor will cease all work until notified by the City that the violation or unsafe condition has been corrected. The Contractor shall be liable for all costs incurred by the City as a result of the issuance of such Stop Work Notice.
26. **DEFAULT:** The Contractor shall be in default under the Contract if the Contractor (a) fails to fully, timely and faithfully perform any of its material obligations under the Contract, (b) fails to provide adequate assurance of performance under Paragraph 24, (c) becomes insolvent or seeks relief under the bankruptcy laws of the United States or (d) makes a material misrepresentation in Contractor's Offer, or in any report or deliverable required to be submitted by the Contractor to the City.
27. **TERMINATION FOR CAUSE:** In the event of a default by the Contractor, the City shall have the right to terminate the Contract for cause, by written notice effective ten (10) calendar days, unless otherwise specified, after the date of such notice, unless the Contractor, within such ten (10) day period, cures such default, or provides evidence sufficient to prove to the City's reasonable satisfaction that such default does not, in fact, exist. The City may place Contractor on probation for a specified period of time within which the Contractor must correct any non-compliance issues. Probation shall not normally be for a period of more than nine (9) months, however, it may be for a longer period, not to exceed one (1) year depending on the circumstances. If the City determines the Contractor has failed to perform satisfactorily during the probation period, the City may proceed with suspension. In the event of a default by the Contractor, the City may suspend or debar the Contractor in accordance with the "City of Austin Purchasing Office Probation, Suspension and Debarment Rules for Vendors" and remove the Contractor from the City's vendor list for up to five (5) years and any Offer submitted by the Contractor may be disqualified for up to five (5) years. In addition to any other remedy available under law or in equity, the City shall be entitled to recover all actual damages, costs, losses and expenses, incurred by the City as a result of the Contractor's default, including, without limitation, cost of cover, reasonable attorneys' fees, court costs, and prejudgment and post-judgment interest at the maximum lawful rate. All rights and remedies under the Contract are cumulative and are not exclusive of any other right or remedy provided by law.
28. **TERMINATION WITHOUT CAUSE:** The City shall have the right to terminate the Contract, in whole or in part, without cause any time upon thirty (30) calendar days' prior written notice. Upon receipt of a notice of termination, the Contractor shall promptly cease all further work pursuant to the Contract, with such exceptions, if any, specified in the notice of termination. The City shall pay the Contractor, to the extent of funds Appropriated or otherwise legally available for such purposes, for all goods delivered and services performed and obligations incurred prior to the date of termination in accordance with the terms hereof.
29. **FRAUD:** Fraudulent statements by the Contractor on any Offer or in any report or deliverable required to be submitted by the Contractor to the City shall be grounds for the termination of the Contract for cause by the City and may result in legal action.



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**30. DELAYS:**

- A. The City may delay scheduled delivery or other due dates by written notice to the Contractor if the City deems it is in its best interest. If such delay causes an increase in the cost of the work under the Contract, the City and the Contractor shall negotiate an equitable adjustment for costs incurred by the Contractor in the Contract price and execute an amendment to the Contract. The Contractor must assert its right to an adjustment within thirty (30) calendar days from the date of receipt of the notice of delay. Failure to agree on any adjusted price shall be handled under the Dispute Resolution process specified in paragraph 48. However, nothing in this provision shall excuse the Contractor from delaying the delivery as notified.
- B. Neither party shall be liable for any default or delay in the performance of its obligations under this Contract if, while and to the extent such default or delay is caused by acts of God, fire, riots, civil commotion, labor disruptions, sabotage, sovereign conduct, or any other cause beyond the reasonable control of such Party. In the event of default or delay in contract performance due to any of the foregoing causes, then the time for completion of the services will be extended; provided, however, in such an event, a conference will be held within three (3) business days to establish a mutually agreeable period of time reasonably necessary to overcome the effect of such failure to perform.

**31. INDEMNITY:**

- A. Definitions:
  - i. "Indemnified Claims" shall include any and all claims, demands, suits, causes of action, judgments and liability of every character, type or description, including all reasonable costs and expenses of litigation, mediation or other alternate dispute resolution mechanism, including attorney and other professional fees for:
    - (1) damage to or loss of the property of any person (including, but not limited to the City, the Contractor, their respective agents, officers, employees and subcontractors; the officers, agents, and employees of such subcontractors; and third parties); and/or
    - (2) death, bodily injury, illness, disease, worker's compensation, loss of services, or loss of income or wages to any person (including but not limited to the agents, officers and employees of the City, the Contractor, the Contractor's subcontractors, and third parties),
  - ii. "Fault" shall include the sale of defective or non-conforming Deliverables, negligence, willful misconduct, or a breach of any legally imposed strict liability standard.
- B. **THE CONTRACTOR SHALL DEFEND (AT THE OPTION OF THE CITY), INDEMNIFY, AND HOLD THE CITY, ITS SUCCESSORS, ASSIGNS, OFFICERS, EMPLOYEES AND ELECTED OFFICIALS HARMLESS FROM AND AGAINST ALL INDEMNIFIED CLAIMS DIRECTLY ARISING OUT OF, INCIDENT TO, CONCERNING OR RESULTING FROM THE FAULT OF THE CONTRACTOR, OR THE CONTRACTOR'S AGENTS, EMPLOYEES OR SUBCONTRACTORS, IN THE PERFORMANCE OF THE CONTRACTOR'S OBLIGATIONS UNDER THE CONTRACT. NOTHING HEREIN SHALL BE DEEMED TO LIMIT THE RIGHTS OF THE CITY OR THE CONTRACTOR (INCLUDING, BUT NOT LIMITED TO, THE RIGHT TO SEEK CONTRIBUTION) AGAINST ANY THIRD PARTY WHO MAY BE LIABLE FOR AN INDEMNIFIED CLAIM.**

**32. INSURANCE:** (reference Section 0400 for specific coverage requirements). The following insurance requirement applies. (Revised March 2013).

- A. General Requirements.
  - i. The Contractor shall at a minimum carry insurance in the types and amounts indicated in Section 0400, Supplemental Purchase Provisions, for the duration of the Contract, including extension options and hold over periods, and during any warranty period.
  - ii. The Contractor shall provide Certificates of Insurance with the coverages and endorsements required in Section 0400, Supplemental Purchase Provisions, to the City as verification of coverage prior to contract execution and within fourteen (14) calendar days after written request from the

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City. Failure to provide the required Certificate of Insurance may subject the Offer to disqualification from consideration for award. The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or hold over period is exercised, as verification of continuing coverage.

- iii. The Contractor shall not commence work until the required insurance is obtained and until such insurance has been reviewed by the City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.
- iv. The City may request that the Contractor submit certificates of insurance to the City for all subcontractors prior to the subcontractors commencing work on the project.
- v. The Contractor's and all subcontractors' insurance coverage shall be written by companies licensed to do business in the State of Texas at the time the policies are issued and shall be written by companies with A.M. Best ratings of B+VII or better.
- vi. The "other" insurance clause shall not apply to the City where the City is an additional insured shown on any policy. It is intended that policies required in the Contract, covering both the City and the Contractor, shall be considered primary coverage as applicable.
- vii. If insurance policies are not written for amounts specified in Section 0400, Supplemental Purchase Provisions, the Contractor shall carry Umbrella or Excess Liability Insurance for any differences in amounts specified. If Excess Liability Insurance is provided, it shall follow the form of the primary coverage.
- viii. The City shall be entitled, upon request, at an agreed upon location, and without expense, to review certified copies of policies and endorsements thereto and may make any reasonable requests for deletion or revision or modification of particular policy terms, conditions, limitations, or exclusions except where policy provisions are established by law or regulations binding upon either of the parties hereto or the underwriter on any such policies.
- ix. The City reserves the right to review the insurance requirements set forth during the effective period of the Contract and to make reasonable adjustments to insurance coverage, limits, and exclusions when deemed necessary and prudent by the City based upon changes in statutory law, court decisions, the claims history of the industry or financial condition of the insurance company as well as the Contractor.
- x. The Contractor shall not cause any insurance to be canceled nor permit any insurance to lapse during the term of the Contract or as required in the Contract.
- xi. The Contractor shall be responsible for premiums, deductibles and self-insured retentions, if any, stated in policies. Self-insured retentions shall be disclosed on the Certificate of Insurance.
- xii. The Contractor shall provide the City thirty (30) calendar days' written notice of erosion of the aggregate limits below occurrence limits for all applicable coverages indicated within the Contract.
- xiii. The insurance coverages specified in Section 0400, Supplemental Purchase Provisions, are required minimums and are not intended to limit the responsibility or liability of the Contractor.

**B. Specific Coverage Requirements: Specific insurance requirements are contained in Section 0400, Supplemental Purchase Provisions**

33. **CLAIMS:** If any claim, demand, suit, or other action is asserted against the Contractor which arises under or concerns the Contract, or which could have a material adverse affect on the Contractor's ability to perform thereunder, the Contractor shall give written notice thereof to the City within ten (10) calendar days after receipt of notice by the

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Contractor. Such notice to the City shall state the date of notification of any such claim, demand, suit, or other action; the names and addresses of the claimant(s); the basis thereof; and the name of each person against whom such claim is being asserted. Such notice shall be delivered personally or by mail and shall be sent to the City and to the Austin City Attorney. Personal delivery to the City Attorney shall be to City Hall, 301 West 2<sup>nd</sup> Street, 4<sup>th</sup> Floor, Austin, Texas 78701, and mail delivery shall be to P.O. Box 1088, Austin, Texas 78767.

34. **NOTICES**: Unless otherwise specified, all notices, requests, or other communications required or appropriate to be given under the Contract shall be in writing and shall be deemed delivered three (3) business days after postmarked if sent by U.S. Postal Service Certified or Registered Mail, Return Receipt Requested. Notices delivered by other means shall be deemed delivered upon receipt by the addressee. Routine communications may be made by first class mail, telefax, or other commercially accepted means. Notices to the Contractor shall be sent to the address specified in the Contractor's Offer, or at such other address as a party may notify the other in writing. Notices to the City shall be addressed to the City at P.O. Box 1088, Austin, Texas 78767 and marked to the attention of the Contract Administrator.
35. **RIGHTS TO BID, PROPOSAL AND CONTRACTUAL MATERIAL**: All material submitted by the Contractor to the City shall become property of the City upon receipt. Any portions of such material claimed by the Contractor to be proprietary must be clearly marked as such. Determination of the public nature of the material is subject to the Texas Public Information Act, Chapter 552, Texas Government Code.
36. **NO WARRANTY BY CITY AGAINST INFRINGEMENTS**: The Contractor represents and warrants to the City that: (i) the Contractor shall provide the City good and indefeasible title to the Deliverables and (ii) the Deliverables supplied by the Contractor in accordance with the specifications in the Contract will not infringe, directly or contributorily, any patent, trademark, copyright, trade secret, or any other intellectual property right of any kind of any third party; that no claims have been made by any person or entity with respect to the ownership or operation of the Deliverables and the Contractor does not know of any valid basis for any such claims. The Contractor shall, at its sole expense, defend, indemnify, and hold the City harmless from and against all liability, damages, and costs (including court costs and reasonable fees of attorneys and other professionals) arising out of or resulting from: (i) any claim that the City's exercise anywhere in the world of the rights associated with the City's ownership, and if applicable, license rights, and its use of the Deliverables infringes the intellectual property rights of any third party; or (ii) the Contractor's breach of any of Contractor's representations or warranties stated in this Contract. In the event of any such claim, the City shall have the right to monitor such claim or at its option engage its own separate counsel to act as co-counsel on the City's behalf. Further, Contractor agrees that the City's specifications regarding the Deliverables shall in no way diminish Contractor's warranties or obligations under this paragraph and the City makes no warranty that the production, development, or delivery of such Deliverables will not impact such warranties of Contractor.
37. **CONFIDENTIALITY**: In order to provide the Deliverables to the City, Contractor may require access to certain of the City's and/or its licensors' confidential information (including inventions, employee information, trade secrets, confidential know-how, confidential business information, and other information which the City or its licensors consider confidential) (collectively, "Confidential Information"). Contractor acknowledges and agrees that the Confidential Information is the valuable property of the City and/or its licensors and any unauthorized use, disclosure, dissemination, or other release of the Confidential Information will substantially injure the City and/or its licensors. The Contractor (including its employees, subcontractors, agents, or representatives) agrees that it will maintain the Confidential Information in strict confidence and shall not disclose, disseminate, copy, divulge, recreate, or otherwise use the Confidential Information without the prior written consent of the City or in a manner not expressly permitted under this Agreement, unless the Confidential Information is required to be disclosed by law or an order of any court or other governmental authority with proper jurisdiction, provided the Contractor promptly notifies the City before disclosing such information so as to permit the City reasonable time to seek an appropriate protective order. The Contractor agrees to use protective measures no less stringent than the Contractor uses within its own business to protect its own most valuable information, which protective measures shall under all circumstances be at least reasonable measures to ensure the continued confidentiality of the Confidential Information.
38. **PUBLICATIONS**: All published material and written reports submitted under the Contract must be originally developed material unless otherwise specifically provided in the Contract. When material not originally developed is included in a report in any form, the source shall be identified.



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39. **ADVERTISING**: The Contractor shall not advertise or publish, without the City's prior consent, the fact that the City has entered into the Contract, except to the extent required by law.
40. **NO CONTINGENT FEES**: The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure the Contract upon any agreement or understanding for commission, percentage, brokerage, or contingent fee, excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the City shall have the right, in addition to any other remedy available, to cancel the Contract without liability and to deduct from any amounts owed to the Contractor, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.
41. **GRATUITIES**: The City may, by written notice to the Contractor, cancel the Contract without liability if it is determined by the City that gratuities were offered or given by the Contractor or any agent or representative of the Contractor to any officer or employee of the City of Austin with a view toward securing the Contract or securing favorable treatment with respect to the awarding or amending or the making of any determinations with respect to the performing of such contract. In the event the Contract is canceled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Contractor in providing such gratuities.
42. **PROHIBITION AGAINST PERSONAL INTEREST IN CONTRACTS**: No officer, employee, independent consultant, or elected official of the City who is involved in the development, evaluation, or decision-making process of the performance of any solicitation shall have a financial interest, direct or indirect, in the Contract resulting from that solicitation. Any willful violation of this section shall constitute impropriety in office, and any officer or employee guilty thereof shall be subject to disciplinary action up to and including dismissal. Any violation of this provision, with the knowledge, expressed or implied, of the Contractor shall render the Contract voidable by the City.
43. **INDEPENDENT CONTRACTOR**: The Contract shall not be construed as creating an employer/employee relationship, a partnership, or a joint venture. The Contractor's services shall be those of an independent contractor. The Contractor agrees and understands that the Contract does not grant any rights or privileges established for employees of the City.
44. **ASSIGNMENT-DELEGATION**: The Contract shall be binding upon and enure to the benefit of the City and the Contractor and their respective successors and assigns, provided however, that no right or interest in the Contract shall be assigned and no obligation shall be delegated by the Contractor without the prior written consent of the City. Any attempted assignment or delegation by the Contractor shall be void unless made in conformity with this paragraph. The Contract is not intended to confer rights or benefits on any person, firm or entity not a party hereto; it being the intention of the parties that there be no third party beneficiaries to the Contract.
45. **WAIVER**: No claim or right arising out of a breach of the Contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party. No waiver by either the Contractor or the City of any one or more events of default by the other party shall operate as, or be construed to be, a permanent waiver of any rights or obligations under the Contract, or an express or implied acceptance of any other existing or future default or defaults, whether of a similar or different character.
46. **MODIFICATIONS**: The Contract can be modified or amended only by a writing signed by both parties. No pre-printed or similar terms on any the Contractor invoice, order or other document shall have any force or effect to change the terms, covenants, and conditions of the Contract.
47. **INTERPRETATION**: The Contract is intended by the parties as a final, complete and exclusive statement of the terms of their agreement. No course of prior dealing between the parties or course of performance or usage of the trade shall be relevant to supplement or explain any term used in the Contract. Although the Contract may have been substantially drafted by one party, it is the intent of the parties that all provisions be construed in a manner to be fair to both parties, reading no provisions more strictly against one party or the other. Whenever a term defined by the Uniform Commercial Code, as enacted by the State of Texas, is used in the Contract, the UCC definition shall control, unless otherwise defined in the Contract.

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**48. DISPUTE RESOLUTION:**

- A. If a dispute arises out of or relates to the Contract, or the breach thereof, the parties agree to negotiate prior to prosecuting a suit for damages. However, this section does not prohibit the filing of a lawsuit to toll the running of a statute of limitations or to seek injunctive relief. Either party may make a written request for a meeting between representatives of each party within fourteen (14) calendar days after receipt of the request or such later period as agreed by the parties. Each party shall include, at a minimum, one (1) senior level individual with decision-making authority regarding the dispute. The purpose of this and any subsequent meeting is to attempt in good faith to negotiate a resolution of the dispute. If, within thirty (30) calendar days after such meeting, the parties have not succeeded in negotiating a resolution of the dispute, they will proceed directly to mediation as described below. Negotiation may be waived by a written agreement signed by both parties, in which event the parties may proceed directly to mediation as described below.
- B. If the efforts to resolve the dispute through negotiation fail, or the parties waive the negotiation process, the parties may select, within thirty (30) calendar days, a mediator trained in mediation skills to assist with resolution of the dispute. Should they choose this option, the City and the Contractor agree to act in good faith in the selection of the mediator and to give consideration to qualified individuals nominated to act as mediator. Nothing in the Contract prevents the parties from relying on the skills of a person who is trained in the subject matter of the dispute or a contract interpretation expert. If the parties fail to agree on a mediator within thirty (30) calendar days of initiation of the mediation process, the mediator shall be selected by the Travis County Dispute Resolution Center (DRC). The parties agree to participate in mediation in good faith for up to thirty (30) calendar days from the date of the first mediation session. The City and the Contractor will share the mediator's fees equally and the parties will bear their own costs of participation such as fees for any consultants or attorneys they may utilize to represent them or otherwise assist them in the mediation.

49. **JURISDICTION AND VENUE:** The Contract is made under and shall be governed by the laws of the State of Texas, including, when applicable, the Uniform Commercial Code as adopted in Texas, V.T.C.A., Bus. & Comm. Code, Chapter 1, excluding any rule or principle that would refer to and apply the substantive law of another state or jurisdiction. All issues arising from this Contract shall be resolved in the courts of Travis County, Texas and the parties agree to submit to the exclusive personal jurisdiction of such courts. The foregoing, however, shall not be construed or interpreted to limit or restrict the right or ability of the City to seek and secure injunctive relief from any competent authority as contemplated herein.

50. **INVALIDITY:** The invalidity, illegality, or unenforceability of any provision of the Contract shall in no way affect the validity or enforceability of any other portion or provision of the Contract. Any void provision shall be deemed severed from the Contract and the balance of the Contract shall be construed and enforced as if the Contract did not contain the particular portion or provision held to be void. The parties further agree to reform the Contract to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this section shall not prevent this entire Contract from being void should a provision which is the essence of the Contract be determined to be void.

51. **HOLIDAYS:** The following holidays are observed by the City:

<u>Holiday</u>	<u>Date Observed</u>
New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11

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Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25

If a Legal Holiday falls on Saturday, it will be observed on the preceding Friday. If a Legal Holiday falls on Sunday, it will be observed on the following Monday.

52. **SURVIVABILITY OF OBLIGATIONS:** All provisions of the Contract that impose continuing obligations on the parties, including but not limited to the warranty, indemnity, and confidentiality obligations of the parties, shall survive the expiration or termination of the Contract.

53. **NON-SUSPENSION OR DEBARMENT CERTIFICATION:**

The City of Austin is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. By accepting a Contract with the City, the Vendor certifies that its firm and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.

54. **EQUAL OPPORTUNITY**

A. **Equal Employment Opportunity:** No Contractor, or Contractor's agent, shall engage in any discriminatory employment practice as defined in Chapter 5-4 of the City Code. No Offer submitted to the City shall be considered, nor any Purchase Order issued, or any Contract awarded by the City unless the Offeror has executed and filed with the City Purchasing Office a current Non-Discrimination Certification. Non-compliance with Chapter 5-4 of the City Code may result in sanctions, including termination of the contract and the Contractor's suspension or debarment from participation on future City contracts until deemed compliant with Chapter 5-4.

B. **Americans with Disabilities Act (ADA) Compliance:** No Contractor, or Contractor's agent, shall engage in any discriminatory practice against individuals with disabilities as defined in the ADA, including but not limited to: employment, accessibility to goods and services, reasonable accommodations, and effective communications.

55. **INTERESTED PARTIES DISCLOSURE**

As a condition to entering the Contract, the Business Entity constituting the Offeror must provide the following disclosure of Interested Parties to the City prior to the award of a contract with the City on Form 1295 "Certificate of Interested Parties" as prescribed by the Texas Ethics Commission for any contract award requiring council authorization. The Certificate of Interested Parties Form must be completed on the Texas Ethics Commission website, printed, and signed by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury. The City will submit the "Certificate of Interested Parties" to the Texas Ethics Commission within 30 days of receipt from the successful Offeror. The Offeror is reminded that the provisions of Local Government Code 176, regarding conflicts of interest between the bidders and local officials remains in place. Link to Texas Ethics Commission Form 1295 process and procedures below:

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

56. **BUY AMERICAN ACT-SUPPLIES (Applicable to certain Federally funded requirements)**

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- A. Definitions. As used in this paragraph –
- i. "Component" means an article, material, or supply incorporated directly into an end product.
  - ii. "Cost of components" means -
    - (1) For components purchased by the Contractor, the acquisition cost, including transportation costs to the place of incorporation into the end product (whether or not such costs are paid to a domestic firm), and any applicable duty (whether or not a duty-free entry certificate is issued); or
    - (2) For components manufactured by the Contractor, all costs associated with the manufacture of the component, including transportation costs as described in paragraph (1) of this definition, plus allocable overhead costs, but excluding profit. Cost of components does not include any costs associated with the manufacture of the end product.
  - iii. "Domestic end product" means-
    - (1) An unmanufactured end product mined or produced in the United States; or
    - (2) An end product manufactured in the United States, if the cost of its components mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. Components of foreign origin of the same class or kind as those that the agency determines are not mined, produced, or manufactured in sufficient and reasonably available commercial quantities of a satisfactory quality are treated as domestic. Scrap generated, collected, and prepared for processing in the United States is considered domestic.
  - iv. "End product" means those articles, materials, and supplies to be acquired under the contract for public use.
  - v. "Foreign end product" means an end product other than a domestic end product.
  - vi. "United States" means the 50 States, the District of Columbia, and outlying areas.
- B. The Buy American Act (41 U.S.C. 10a - 10d) provides a preference for domestic end products for supplies acquired for use in the United States.
- C. The City does not maintain a list of foreign articles that will be treated as domestic for this Contract; but will consider for approval foreign articles as domestic for this product if the articles are on a list approved by another Governmental Agency. The Offeror shall submit documentation with their Offer demonstrating that the article is on an approved Governmental list.
- D. The Contractor shall deliver only domestic end products except to the extent that it specified delivery of foreign end products in the provision of the Solicitation entitled "Buy American Act Certificate".



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The following Supplemental Purchasing Provisions apply to this solicitation:

1. **EXPLANATIONS OR CLARIFICATIONS:** (reference paragraph 5 in Section 0200)

All requests for explanations or clarifications must be submitted in writing to the Purchasing Office no later than 1:00 PM, one (1) week prior to the proposal opening date. Submissions may be made via email to jonathan.dalchau@austintexas.gov, or via fax at (512) 974-2388.

2. **INSURANCE:** Insurance is required for this solicitation.

A. **General Requirements:** See Section 0300, Standard Purchase Terms and Conditions, paragraph 32, entitled Insurance, for general insurance requirements.

- i. The Contractor shall provide a Certificate of Insurance as verification of coverages required below to the City at the below address prior to contract execution and within 14 calendar days after written request from the City. Failure to provide the required Certificate of Insurance may subject the Offer to disqualification from consideration for award.
- ii. The Contractor shall not commence work until the required insurance is obtained and until such insurance has been reviewed by the City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.
- iii. The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or holdover period is exercised, as verification of continuing coverage.
- iv. The Certificate of Insurance, and updates, shall be mailed to the following address:

City of Austin Purchasing Office  
P. O. Box 1088  
Austin, Texas 78767

B. **Specific Coverage Requirements:** The Contractor shall at a minimum carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages are required minimums and are not intended to limit the responsibility or liability of the Contractor.

- i. **Worker's Compensation and Employers' Liability Insurance:** Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee.
  - (1) The Contractor's policy shall apply to the State of Texas and include these endorsements in favor of the City of Austin:
    - (a) Waiver of Subrogation, Form WC420304, or equivalent coverage
    - (b) Thirty (30) days Notice of Cancellation, Form WC420601, or equivalent coverage
- ii. **Commercial General Liability Insurance:** The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injury).
  - (1) The policy shall contain the following provisions:
    - (a) Contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project.
    - (b) Contractor/Subcontracted Work.
    - (c) Products/Completed Operations Liability for the duration of the warranty period.

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- (d) If the project involves digging or drilling provisions must be included that provide Explosion, Collapse, and/or Underground Coverage.
  - (2) The policy shall also include these endorsements in favor of the City of Austin:
    - (a) Waiver of Subrogation, Endorsement CG 2404, or equivalent coverage
    - (b) Thirty (30) days Notice of Cancellation, Endorsement CG 0205, or equivalent coverage
    - (c) The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage.
  - iii. **Business Automobile Liability Insurance:** The Contractor shall provide coverage for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident.
    - (1) The policy shall include these endorsements in favor of the City of Austin:
      - (a) Waiver of Subrogation, Endorsement CA0444, or equivalent coverage
      - (b) Thirty (30) days Notice of Cancellation, Endorsement CA0244, or equivalent coverage
      - (c) The City of Austin listed as an additional insured, Endorsement CA2048, or equivalent coverage.
  - iv. **Third Party Employee Crime Insurance** for all losses emanating from the handling of checks or cash on behalf of the City, including but not limited to losses resulting from dishonest or criminal acts, fraud, embezzlement, forgery, misappropriation or loss of funds and errors in the processing or reporting of funds. This policy shall be primary to any insurance carried by the City and shall be written for a minimum limit of \$300,000 per claim.
  - C. **Endorsements:** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval.
3. **TERM OF CONTRACT:**
- A. The Contract shall be in effect for an initial term of twenty-four (24) months and may be extended thereafter for up to three (3) additional 12-month periods, subject to the approval of the Contractor and the City Purchasing Officer or his designee.
  - B. Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this agreement for such a period of time as is reasonably necessary to re-solicit and/or complete the project (not to exceed 120 days unless mutually agreed on in writing).
  - C. Upon written notice to the Contractor from the City's Purchasing Officer or his designee and acceptance of the Contractor, the term of this contract shall be extended on the same terms and conditions for an additional period as indicated in paragraph A above.
  - D. Prices are firm and fixed for the first twelve (12) months. Thereafter, price changes are subject to the Economic Price Adjustment provisions of this Contract.
4. **QUANTITIES:** The quantities listed herein are estimates for the period of the Contract. The City reserves the right to purchase more or less of these quantities as may be required during the Contract term. Quantities will be as needed and specified by the City for each order. Unless specified in the solicitation, there are no minimum order quantities.

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**5. INVOICES and PAYMENT:** (reference paragraphs 12 and 13 in Section 0300)

A. Invoices shall contain a unique invoice number and the information required in Section 0300, paragraph 12, entitled "Invoices." Invoices received without all required information cannot be processed and will be returned to the vendor.

B. Invoices shall be emailed or mailed to the below address:

	City of Austin
Department	Building Services Department
Attn:	Accounts Payable
Address	PO Box 1088
City, State Zip Code	Austin, TX 78767
Email	<a href="mailto:BSDAPInvoices@austintexas.gov">BSDAPInvoices@austintexas.gov</a>

	City of Austin
Department	Fleet Services Department
Attn:	Accounts Payable
Address	1190 Hargrave Street
City, State Zip Code	Austin, TX 78702

	City of Austin
Department	Municipal Court
Attn:	Accounts Payable
Address	PO Box 2135
City, State Zip Code	Austin, TX 78768-9977

	City of Austin
Department	Parks & Recreation Department
Attn:	Accounts Payable
Address	200 S. Lamar Blvd.
City, State Zip Code	Austin, TX 78704

C. The Contractor agrees to accept payment by either credit card, check or Electronic Funds Transfer (EFT) for all goods and/or services provided under the Contract. The Contractor shall factor the cost of processing credit card payments into the Offer. There shall be no additional charges, surcharges, or penalties to the City for payments made by credit card.

**6. PUBLISHED PRICE LISTS:**

A. Offerors may quote using published price lists in the following ways:

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- i. Offerors may quote one discount from a Published Price List for all offered items to be covered in the Contract. The discount must remain firm during the life of the Contract.
  - ii. Offerors may quote their dealer cost, plus a percentage markup to be added to the cost. The percentage markup must remain firm during the life of the contract.
- B. Two (2) copies of the list upon which the discounts or markups are based shall be submitted with the Offer. All price lists identified in the Offer shall clearly include the Offeror's name and address, the solicitation number, prices, title of the discount and number, and the latest effective date of the price list. If the Offer is based on a discount or markup on a manufacturer's price list, the price list must also include the manufacturer's name, the manufacturer's latest effective date, and the manufacturer's price schedule. All price lists submitted become part of the Offer.
- C. The price list may be superseded or replaced during the Contract term only if price revisions are the result of the manufacturer's official price list revision. Written notification from the Contractor of price changes, along with two (2) copies of the revised list must be submitted to the Buyer in the Purchasing Office with the effective date of change to be at least thirty (30) calendar days (30 unless a different period is inserted) after written notification. The City reserves the right to refuse any list revision.
- D. The discounts or markups on equipment rental, material, supplies, parts, and contract services shall be fixed throughout the term of the Contract, and are not subject to increase.
- E. Failure to submit written notification of price list revisions will result in the rejection of new prices being invoiced. The City will only pay invoices according to the last approved price list.
7. **LIVING WAGES:**
- A. The minimum wage required for any Contractor employee directly assigned to this City Contract is \$13.50 per hour, unless Published Wage Rates are included in this solicitation. In addition, the City may stipulate higher wage rates in certain solicitations in order to assure quality and continuity of service.
- B. The City requires Contractors submitting Offers on this Contract to provide a certification (**see the Living Wages Contractor Certification included in the Solicitation**) with their Offer certifying that all employees directly assigned to this City Contract will be paid a minimum living wage equal to or greater than \$13.50 per hour. The certification shall include a list of all employees directly assigned to providing services under the resultant contract including their name and job title. The list shall be updated and provided to the City as necessary throughout the term of the Contract.
- C. The Contractor shall maintain throughout the term of the resultant contract basic employment and wage information for each employee as required by the Fair Labor Standards Act (FLSA).
- D. The Contractor shall provide to the Department's Contract Manager with the first invoice, individual Employee Certifications for all employees directly assigned to the contract. The City reserves the right to request individual Employee Certifications at any time during the contract term. Employee Certifications shall be signed by each employee directly assigned to the contract. The Employee Certification form is available on-line at [https://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm](https://www.austintexas.gov/financeonline/vendor_connection/index.cfm).
- E. Contractor shall submit employee certifications annually on the anniversary date of contract award with the respective invoice to verify that employees are paid the Living Wage throughout the term of the contract. The Employee Certification Forms shall be submitted for employees added to the contract and/or to report any employee changes as they occur.
- F. The Department's Contract Manager will periodically review the employee data submitted by the Contractor to verify compliance with this Living Wage provision. The City retains the right to review employee records required in paragraph C above to verify compliance with this provision.



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**8. NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING:**

- A. On November 10, 2011, the Austin City Council adopted Ordinance No. 20111110-052 amending Chapter 2.7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under City Charter Article VII, Section 15 (Purchase Procedures). During the No-Contact Period, Offerors or potential Offerors are prohibited from making a representation to anyone other than the Authorized Contact Person in the Solicitation as the contact for questions and comments regarding the Solicitation.
- B. If during the No-Contact Period an Offeror makes a representation to anyone other than the Authorized Contact Person for the Solicitation, the Offeror's Offer is disqualified from further consideration except as permitted in the Ordinance.
- C. If an Offeror has been disqualified under this article more than two times in a sixty (60) month period, the Purchasing Officer shall debar the Offeror from doing business with the City for a period not to exceed three (3) years, provided the Offeror is given written notice and a hearing in advance of the debarment.
- D. The City requires Offerors submitting Offers on this Solicitation to certify that the Offeror has not in any way directly or indirectly made representations to anyone other than the Authorized Contact Person during the No-Contact Period as defined in the Ordinance. The text of the City Ordinance is posted on the Internet at: <http://www.ci.austin.tx.us/edims/document.cfm?id=161145>

**9. WORKFORCE SECURITY CLEARANCE AND IDENTIFICATION (ID):**

- A. Contractors are required to obtain a certified criminal background report with fingerprinting (referred to as the "report") for all persons performing on the contract, including all Contractor, Subcontractor, and Supplier personnel (for convenience referred to as "Contractor's personnel").
- B. The report may be obtained by reporting to one of the below governmental entities, submitting to fingerprinting and requesting the report [requestors may anticipate a two-week delay for State reports and up to a four to six week delay for receipt of a Federal report.].
  - i. Texas Department of Public Safety for any person currently residing in the State of Texas and having a valid Texas driver's license or photo ID card;
  - ii. The appropriate governmental agency from either the U.S. state or foreign nation in which the person resides and holds either a valid U.S. state-issued or foreign national driver's license or photo ID card; or
  - iii. A Federal Agency. A current Federal security clearance obtained from and certified by a Federal agency may be substituted.
- C. Contractor shall obtain the reports at least 30 days prior to any onsite work commencement. Contractor also shall attach to each report the project name, Contractor's personnel name(s), current address(es), and a copy of the U.S. state-issued or foreign national driver's license or photo ID card.
- D. Contractor shall provide the City a Certified Criminal Background Report affirming that Contractor has conducted required security screening of Contractor's personnel to determine those appropriate for execution of the work and for presence on the City's property. A list of all Contractor Personnel requiring access to the City's site shall be attached to the affidavit.
- E. Upon receipt by the City of Contractor's affidavit described in (D) above and the list of the Contractor's personnel, the City will provide each of Contractor's personnel a contractor ID badge that is required for access to City property that shall be worn at all times by Contractor's personnel during the execution of the work.

**CITY OF AUSTIN  
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SUPPLEMENTAL PURCHASE PROVISIONS  
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- F. The City reserves the right to deny an ID badge to any Contractor personnel for reasonable cause, including failure of a Criminal History background check. The City will notify the Contractor of any such denial no more than twenty (20) days after receipt of the Contractor's reports. Where denial of access by a particular person may cause the Contractor to be unable to perform any portion of the work of the contract, the Contractor shall so notify the City's Contract Manager, in writing, within ten (10) calendar days of the receipt of notification of denial.
- G. Contractor's personnel will be required to wear the ID badge at all times while on the work site. Failure to wear or produce the ID badge may be cause for removal of an individual from the work site, without regard to Contractor's schedule. Lost ID badges shall be reported to the City's Contract Manager. Contractor shall reimburse the City for all costs incurred in providing additional ID badges to Contractor Personnel.
- H. ID badges to enter and/or work on the City property may be revoked by the City at any time. ID badges must be returned to the City at the time of project completion and acceptance or upon removal of an individual from the work site.
- I. Contractor is not required to obtain reports for delivery personnel, including but not limited to FedEx, UPS, Roadway, or other materials delivery persons, however all delivery personnel must present company/employer-issued photo ID and be accompanied by at least one of Contractor's personnel at all times while at the work site.
- J. The Contractor shall retain the reports and make them available for audit by the City during regular business hours (reference paragraph 17 in Section 0300, entitled Right to Audit).
10. **ECONOMIC PRICE ADJUSTMENT:**
- A. **Price Adjustments:** Prices shown in this Contract shall remain firm for the first twelve (12) months of the Contract. After that, in recognition of the potential for fluctuation of the Contractor's cost, a price adjustment (increase or decrease) may be requested by either the City or the Contractor on the anniversary date of the Contract or as may otherwise be specified herein. The percentage change between the contract price and the requested price shall not exceed the percentage change between the specified index in effect on the date the solicitation closed and the most recent, non-preliminary data at the time the price adjustment is requested. The requested price adjustment shall not exceed twenty-five percent (25%) for any single line item and in no event shall the total amount of the contract be automatically adjusted as a result of the change in one or more line items made pursuant to this provision. Prices for products or services unaffected by verifiable cost trends shall not be subject to adjustment.
- B. **Effective Date:** Approved price adjustments will go into effect on the first day of the upcoming renewal period or anniversary date of contract award and remain in effect until contract expiration unless changed by subsequent amendment.
- C. **Adjustments:** A request for price adjustment must be made in writing and submitted to the other Party prior to the yearly anniversary date of the Contract; adjustments may only be considered at that time unless otherwise specified herein. Requested adjustments must be solely for the purpose of accommodating changes in the Contractor's direct costs. Contractor shall provide an updated price listing once agreed to adjustment(s) have been approved by the parties.
- D. **Indexes:** In most cases an index from the Bureau of Labor Standards (BLS) will be utilized; however, if there is more appropriate, industry recognized standard then that index may be selected.
- i. The following definitions apply:
- (1) **Base Period:** Month and year of the original contracted price (the solicitation close date).
- (2) **Base Price:** Initial price quoted, proposed and/or contracted per unit of measure.

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- (3) **Adjusted Price:** Base Price after it has been adjusted in accordance with the applicable index change and instructions provided.
  - (4) **Change Factor:** The multiplier utilized to adjust the Base Price to the Adjusted Price.
  - (5) **Weight %:** The percent of the Base Price subject to adjustment based on an index change.
- ii. **Adjustment-Request Review:** Each adjustment-request received will be reviewed and compared to changes in the index(es) identified below. Where applicable:
- (1) Utilize final Compilation data instead of Preliminary data
  - (2) If the referenced index is no longer available shift up to the next higher category index.
- iii. **Index Identification:** Complete table as they may apply.

Weight % or \$ of Base Price: 100%
Database Name: Producer Price Index Industry Data
Series ID: PCU4921104921101
Industry: Couriers and express delivery services
Product: Standard courier services
This Index shall apply to the following items of the Bid Sheet / Cost Proposal: All

- E. **Calculation:** Price adjustment will be calculated as follows:

**Single Index:** Adjust the Base Price by the same factor calculated for the index change.

Index at time of calculation
Divided by index on solicitation close date
Equals Change Factor
Multiplied by the Base Rate
Equals the Adjusted Price

- F. If the requested adjustment is not supported by the referenced index, the City, at its sole discretion, may consider approving an adjustment on fully documented market increases.
11. **INTERLOCAL PURCHASING AGREEMENTS:** (applicable to competitively procured goods/services contracts).
- A. The City has entered into Interlocal Purchasing Agreements with other governmental entities, pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The Contractor agrees to offer the same prices and terms and conditions to other eligible governmental agencies that have an interlocal agreement with the City.
  - B. The City does not accept any responsibility or liability for the purchases by other governmental agencies through an interlocal cooperative agreement.

**CITY OF AUSTIN  
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12. **CONTRACT MANAGER:** The following person is designated as Contract Manager, and will act as the contact point between the City and the Contractor during the term of the Contract:

Building Services Department

Taylor Youngblood

Phone: (512) 974-3519

Email: [Taylor.Youngblood@austintexas.gov](mailto:Taylor.Youngblood@austintexas.gov)

Fleet Services Department

Steve Orwick

Phone: (512) 974-1768

Email: [Steve.Orwick@austintexas.gov](mailto:Steve.Orwick@austintexas.gov)

Municipal Court

David Coleman

Phone: (512) 974-4617

Email: [David.Coleman@austintexas.gov](mailto:David.Coleman@austintexas.gov)

Parks and Recreation Department

Matthew Clites

Phone: (512) 974-6742

Email: [Matthew.Clites@austintexas.gov](mailto:Matthew.Clites@austintexas.gov)

\*Note: The above listed Contract Manager is not the authorized Contact Person for purposes of the **NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING Provision** of this Section; and therefore, contact with the Contract Manager is prohibited during the no contact period.

**CITY OF AUSTIN  
SCOPE OF WORK  
COURIER SERVICES  
SOLICITATION NO.: IFB JRD0036**

**1. PURPOSE**

The City of Austin (City) is seeking qualified Contractors to provide courier services to multiple City departments that may include the transportation of cash deposits, sales tax and utility mail payments, documents and outgoing utility bills.

The Contract will be utilized by the City's Building Services, Fleet Services, Municipal Court, and Parks and Recreation Departments (PARC). The City reserves the right to add or remove City departments, locations, and service frequencies at the City's discretion. The initial frequency and routes are provided as estimates only. Services may be added or removed to meet these requirements. Other City departments and locations may be added on an as-needed or on a permanent basis. The City may wish to award to multiple Contractors by line or section if deemed advantageous to the City.

Any services that have been omitted from this scope of work which are clearly necessary or in conformance shall be considered a requirement although not directly specified or called for in the scope of work.

**2. BACKGROUND**

The City requires the services of a courier to transport miscellaneous inter-office mail, printing orders, and other necessary materials from City offices within the City's jurisdiction. Roughly 4,486 pieces of materials are moved daily. The City currently has over 50 departments located at over 200 office locations. The courier shall be able to provide services to both dedicated routes as well as special requests.

**3. SCOPE OF WORK**

The Contractor shall furnish all equipment, supplies and personnel necessary to provide transportation of various materials between City of Austin offices.

3.1. Materials to be transported may vary, and may include the following:

3.1.1. Interoffice Mail

3.1.2. Cash and checks

3.1.3. Boxed toner

3.1.4. Files (storage carton size)

3.1.5. Package size may vary, up to 24" x 36" x 36", and may weigh up to 50 pounds each

3.2. All materials shall be tracked.

3.3. The Contractor shall complete the routes shown on Section 0600 – Price Sheet as indicated, excluding City holidays.

3.4. Routes shall be started and completed on the same day with the final drop-off no later than 4:30 p.m. daily.

3.5. City departments requesting the services shall have direct contact with the delivery vehicle and driver during established pickup and delivery times.

3.6. If the Contractor is unable to complete the route due to weather, road or mechanical delays, the Contractor shall contact the City Contract Manager or designee within one (1) hour of scheduled delivery time for next location on the route.

3.7. The City shall not be restricted to a minimum or maximum volume of material under the resulting



**CITY OF AUSTIN  
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contract. The successful proposer(s) shall allow flexibility in volume, at no additional charge to the City.

**4. CONTRACTOR QUALIFICATIONS**

The Contractor shall:

- 4.1. Have a minimum of three (3) years of continuous experience prior to this solicitation providing courier services in similar size and scope to the City.
- 4.2. Have appropriate transportation options to complete the requirements of this scope in the most efficient and sustainable way possible. (i.e. car, bicycle, etc.)
- 4.3. Fully comply with all City, County, State, and Federal laws and/or mandates applicable to the services to be furnished. This includes the Contractor's employees and agents of the contractor.
- 4.4. Provide couriers with clean driving records that passed a Criminal Justice Information Systems national background check. The Contractor shall submit copies of driving records and background checks within two (2) business days upon request by the City.
- 4.5. Have a fully operational and servicing office located within 30 miles of the Texas State Capitol, and be immediately accessible to City staff through telephone and/or email.
- 4.6. Have a tracking or tracing system available to identify, at a minimum, where packages are located, time when picked up and delivered, and who signed for the package. The system should have the ability to generate sortable reports as requested by the City Contract Manager or designee at no additional cost. For example, the Contractor shall be able to provide proof of delivery including signature on any delivery.

**5. CONTRACTOR RESPONSIBILITIES**

**5.1. General Responsibilities:**

The Contractor shall:

- 5.1.1. Provide a SPOC, who is skilled, knowledgeable, and experienced in providing courier services. The SPOC shall have the authority to dispatch Contractor personnel; and shall have full decision-making authority for all services provided under this Contract.
- 5.1.2. Provide all vehicles, labor, equipment, and supplies to perform the tasks in this scope of work.
- 5.1.3. Perform deliveries during the City's normal business hours between 8:00 a.m. to 4:30 p.m.
- 5.1.4. Keep all materials properly secured at all times during transport.
- 5.1.5. Contact the City's Contract Manager or designee within one (1) hour of scheduled delivery time for next location on the route, if the Contractor is unable to complete the route due to weather, road or mechanical delays, the Contractor shall.
  - 5.1.5.1. In the event of inclement weather or other natural disaster that would necessitate the official closing of City facilities during the day, the Contractor shall secure the content in their possession in a safe and secure location and deliver the content on the next date upon which the facility is officially open to receive deliveries.
- 5.1.6. Have Contractor personnel wear clothing and company issued identification identifying the Contractor's company while deliveries are being performed for the City.

**CITY OF AUSTIN  
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- 5.1.7. Provide a reliable, dependable transportation as applicable. Alternative transportation shall be available in case of a breakdown of the primary equipment.
- 5.1.8. Responsible for ensuring the safety of their employees, City employees, and the general public during performance of all services under this contract. The Contractor shall ensure that all crews are fully and properly equipped to perform services promptly and safely.
- 5.1.9. Have their drivers maintain a current valid Texas driver's license issued by the State of Texas Department of Motor Vehicles.
- 5.1.10. Provide a written delivery report to the City's Contract Manager on a weekly basis.
- 5.1.11. Not alter, disturb, destroy or harm any of the materials to be transported.
- 5.1.12. Upon delivery, obtain the signature of the consignee or responsible individual receiving the delivery. The Contractor shall record the name of consignee or responsible individual, date, and time of delivery in their tracking or tracing system.
- 5.1.13. Attempt to correct any obvious destination address errors which do not require extensive research for correction (i.e. room numbers) and deliver the shipment within the time requirements as specified in this scope of work.

**5.2. Municipal Court:**

The Contractor shall:

- 5.2.1. Pick up mail for the Municipal Court Monday through Friday from the Downtown Post Office located at 823 Congress Ave and the Capitol Station Post Office located at 111 E. 17<sup>th</sup> St (inside the LBJ State Office building), and deliver to the 1<sup>st</sup> Floor Mail Unit of the Municipal Court, 700 E. 7<sup>th</sup> Street, prior to 8:30 a.m. Mail from the Capitol Station Post Office shall remain separate from the mail from the Downtown Post Office.
  - 5.2.1.1. For Mondays and the day following a City holiday, the City delivers on average two standard United States Postal Service (USPS) containers of mail. The City averages one USPS tub per day for rest of the week.
  - 5.2.1.2. The Contractor shall remove and legibly sign for all certified mail received, verify all of the mail listed on the USPS log, and report any and all discrepancies to the USPS Staff immediately upon discovery.
- 5.2.2. Be able to make outbound deliveries from the Municipal Court located at 700 E. 7<sup>th</sup> Street.
  - 5.2.2.1. **Municipal Court's Customer Service Unit Outbound Deliveries** - The Contractor shall contact the Municipal Court 1<sup>st</sup> Floor Customer Service Unit designee every Friday prior to 12:00 p.m. (noon) to see if there are any outbound deliveries to be made by 4:30 p.m. that day. These deliveries typically consist of a box of office supplies, weighing approximately 25 pounds, and are delivered to the Austin Municipal Court Customer Service Centers located at 12525 Lamplight Village Avenue and at 5700 Manchaca Rd each.
  - 5.2.2.2. **Municipal Court's Mail Unit Outbound Deliveries** - The Contractor shall pickup any outbound deliveries to be made that day. If deliveries are identified, the Contractor shall complete the deliveries as directed by the Municipal Court. The City estimates roughly 200 additional deliveries per year, deliveries are not expected to exceed 100 pounds, and are mostly delivered in the downtown area.

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**5.3. Building Services Department:**

The Contractor shall:

- 5.3.1. Collect, distribute, and return City interoffice documents, USPS mail, and other documents and papers Monday through Friday from/to the City's Mail Room located at 2006 4<sup>th</sup> St and deliver to/from the City departments as indicated on Attachment A – Building Service Routes.
- 5.3.2. Keep all mail secured and banded by location and department during deliveries to and from the City's Mail Room.

**5.4. Parks and Recreation Department:**

The Contractor shall:

- 5.4.1. Collect deposits, Monday through Friday, from PARD golf courses and the PARD Cemetery Office as indicated on Attachment B – PARD Locations, A – E, and deliver to a branch office of the City's bank provider, currently Chase Bank.
- 5.4.2. Collect deposits, Saturday and Sunday, from PARD golf courses as indicated on Attachment B – PARD Locations, A – D, and deliver to a branch office of the City's bank provider, currently Chase Bank.

**5.5. As Needed Destination Services:**

The Contractor shall

- 5.5.1. Be able to make additional delivery requests as necessary.
- 5.5.2. Confirm and schedule a delivery request with the requesting City representative by telephone, email or fax within two (2) hours after the order is placed if the order is received by email or telephone from the City. In person counter orders shall be fulfilled at the time of request.

**6. CITY RESPONSIBILITIES**

- 6.1. The City will assign a Contract number for the Contractor to reference.
- 6.2. The City will appoint a Contract Manager for each department to serve as the primary contact for the Contractor
- 6.3. Releases will be made throughout the term of the Contract in the form of a Purchase Order.

**SECTION 0600 - BID SHEET  
CITY OF AUSTIN  
COURIER SERVICES**

**SOLICITATION NO.: IFB 7500 JRD0036**

**Special Instructions:** Offerors must use this Bid Sheet to submit pricing. Be advised that exceptions taken to any portion of the solicitations may jeopardize acceptance of your Offer.

The Unit Price listed for each Item Number line shall be a flat rate charged to make the listed stops and include all charges for administrative, fees, overhead, and transportation (i.e. travel time, mileage, fuel, and fuel surcharges) costs. These expenses shall be included in the unit rates and shall not be paid separately. The Unit Price listed should be the invoiced price to the City.

A bid of '0' (zero) will be interpreted by the City as a no-charge (free) item and the City will not expect to pay for that item. A bid of 'no bid' or blank entry will be interpreted by the City that the proposer does not wish to bid on that item.

The quantities listed are annual estimates and not a guarantee of actual volume. The City reserves the right to purchase more or less of these quantities as may be required during the Contract Term. Quantities will be as needed and specified by the City for each order. The City reserves the right to make multiple contract awards by line, category, or any other method deemed most advantageous to the City.

**CATEGORY 1 - MUNICIPAL COURT ROUTES**

ITEM NO.	ITEM DESCRIPTION	ESTIMATED ANNUAL QTY	UNIT	UNIT PRICE	EXTENDED PRICE
1.1	Flat rate for pickup from Downtown Post Office (823 Congress Ave) and Capitol Station Post Office (111 E 17th St) and deliver to Municipal Court (700 E 7th St)	249	EACH	\$24.00	\$5976.00
1.2	Flat rate for pickup from Municipal Court Customer Service Centers (12425 Lamplight Village Avenue or 5700 Manchaca Road) and deliver to Municipal Court (700 E 7th St)	200	EACH	\$14.00	\$2800.00
1.3	Flat rate for pickup from Municipal Court (700 E 7th St) and deliver to Municipal Court Customer Service Centers (12425 Lamplight Village Avenue or 5700 Manchaca Road)	100	EACH	\$14.00	\$1400.00
1.4	Flat rate for pickup from Municipal Court (700 E 7th St) and deliver to a location within the City's Jurisdiction	200	EACH	\$14.00	\$2800.00
<b>TOTAL EXTENDED PRICE - CATEGORY 1 =</b>					<b>\$12,976.00</b>

**CATEGORY 2 - BUILDING SERVICES ROUTES**

ITEM NO.	ITEM DESCRIPTION	ESTIMATED ANNUAL QTY	UNIT	UNIT PRICE	EXTENDED PRICE
2.1	Flat rate for pickup from the City Mail Room (2006 4th St) to various City departments following Route A - Morning (estimated 25 miles, 6 locations, 12 stops)	249	EACH	\$72.00	\$17,928.00
2.2	Flat rate for pickup from the City Mail Room (2006 4th St) to various City departments following Route A - Afternoon (estimated 25 miles, 6 locations, 13 stops)	249	EACH	\$73.00	\$18,177.00
2.3	Flat rate for pickup from the City Mail Room (2006 4th St) to various City departments following Route B (estimated 49 miles, 7 locations, 13 stops)	249	EACH	\$100.00	\$24,900.00
2.4	Flat rate for pickup from the City Mail Room (2006 4th St) to various City departments following Route C - Morning (estimated 25 miles, 11 locations, 23 stops)	249	EACH	\$95.00	\$23,655.00
2.5	Flat rate for pickup from the City Mail Room (2006 4th St) to various City departments following Route C Afternoon. (estimated 25 miles, 10 locations, 24 stops)	249	EACH	\$95.00	\$23,655.00
<b>TOTAL EXTENDED PRICE - CATEGORY 2 =</b>					<b>\$108,315.00</b>



### CATEGORY 3 - PARKS & RECREATION ROUTES

ITEM NO.	ITEM DESCRIPTION	ESTIMATED ANNUAL QTY	UNIT	UNIT PRICE	EXTENDED PRICE
3.1	Weekday Route: Flat rate for pickup from various PARD Golf Courses and the Cemetery Office locations (see Attachment B) and deliver to a branch office of the City's bank provider. (estimated 26 miles, 6 stops)	260	EACH	\$60.00	\$15,600.00
3.2	Weekend Route: Flat rate for pickup from various PARD Golf Course locations (see Attachment B) and deliver to a branch office of the City's current bank provider. (estimated 21 miles, 5 stops)	104	EACH	\$62.00	\$6,448.00
TOTAL EXTENDED PRICE - CATEGORY 3 =					\$22,048.00

### CATEGORY 4 - AS NEEDED DESTINATION ROUTES

ITEM NO.	ITEM DESCRIPTION	ESTIMATED ANNUAL QTY	UNIT	UNIT PRICE	EXTENDED PRICE
4.1	Flat rate for all as needed or unscheduled destinations within Austin City Limits from 0-5 miles.	50	EACH	\$10.00	\$500.00
4.2	Flat rate for all as needed or unscheduled destinations within Austin City Limits from 5-10 miles.	50	EACH	\$13.00	\$650.00
4.3	Flat rate for all as needed or unscheduled destinations within Austin City Limits from 10-20 miles.	25	EACH	\$16.00	\$400.00
4.4	Flat rate for all as needed or unscheduled destinations within Austin City Limits 20 miles and above.	25	EACH	\$20.00	\$500.00
4.5	Flat rate for all as needed or unscheduled destinations within Travis County but outside of Austin City Limits	25	EACH	\$25.00	\$625.00
4.6	Rate per mile for as needed or unscheduled destinations outside of Travis County. (ie, San Antonio, San Marcos, Bastrop)	300	Mile	\$1.75	\$525.00
TOTAL EXTENDED PRICE - CATEGORY 4 =					\$3200.00
TOTAL EXTENDED PRICE - CATEGORIES 1 TO 4 =					\$146,539.00

### CATEGORY 5. NON-SPECIFIED ITEMS (PRICING FOR THIS SECTION WILL NOT BE USED TO DETERMINE AWARD).

Please list any additional related services your Company can offer the City along with an associated labor rate, discount off retail price or mark-up for the listed services. Information in Category 4 will not be evaluated, and the City does not guarantee the purchase of any additional services.

Offerors may attach additional sheet(s) listing manufacturers and discount percentages if necessary.

ITEM NO.	DESCRIPTION OF OTHER SERVICES	UNIT OF MEASURE, UNIT PRICE
5.1	General Services Labor Rate	
5.2		
5.3		



**Section 0605: Local Business Presence Identification**

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years, currently employs residents of the City of Austin, Texas, and will use employees that reside in the City of Austin, Texas, to support this Contract. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.

**OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.**

**NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN (REFERENCE SECTION 0900).**

**\*USE ADDITIONAL PAGES AS NECESSARY\***

**OFFEROR:**

Name of Local Firm	PES Enterprises dba Capitol Courier	
Physical Address	2301 E. St. Elmo, #306, Austin, TX 78744	
Is your headquarters located in the Corporate City Limits? (circle one)	<input checked="" type="radio"/> Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years?	<input checked="" type="radio"/> Yes	No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	<input checked="" type="radio"/> Yes	No

**SUBCONTRACTOR(S):**

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	Yes	No

Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

**SUBCONTRACTOR(S):**

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	Yes	No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

**Section 0700: Reference Sheet**Responding Company Name PES Enterprises dba Capitol Courier

The City at its discretion may check references in order to determine the Offeror's experience and ability to provide the products and/or services described in this Solicitation. The Offeror shall furnish at least 3 complete and verifiable references. References shall consist of customers to whom the offeror has provided the same or similar services within the last 5 years. References shall indicate a record of positive past performance.

1. Company's Name State of Texas - Comptroller  
Name and Title of Contact Melissa McIlroy  
Project Name Contract No. 912-M2  
Present Address 117 E. 7th St.  
City, State, Zip Code Austin, Texas 78774  
Telephone Number (512) 463-3174 Fax Number ( )  
Email Address melissa.mcilroy@cpa.state.tx.us
  
2. Company's Name Austin Travis Co. Integral Care - MHMR  
Name and Title of Contact Patricia Strickland  
Project Name Medication Routed Delivery  
Present Address P.O. Box 3548  
City, State, Zip Code Austin, Texas 78764  
Telephone Number (512) 804-3603 Fax Number ( )  
Email Address patricia.corriganstrickland@atcic.org
  
3. Company's Name Central Texas Community HealthCare  
Name and Title of Contact Patricia A. Young Brown - President & CEO  
Project Name P.O.# 0002491 - Cash Handling Services  
Present Address 2115 Kramer Lane  
City, State, Zip Code Austin, Texas 78758  
Telephone Number (512) 978-9266 Fax Number ( )  
Email Address beverly.waters@communitycaretx.org

**City of Austin, Texas**

**Section 0800**

**NON-DISCRIMINATION AND NON-RETALIATION CERTIFICATION**

**City of Austin, Texas**

**Equal Employment/Fair Housing Office**

To: City of Austin, Texas,

I hereby certify that our firm complies with the Code of the City of Austin, Section 5-4-2 as reiterated below, and agrees:

- (1) Not to engage in any discriminatory employment practice defined in this chapter.
- (2) To take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without discrimination being practiced against them as defined in this chapter, including affirmative action relative to employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training or any other terms, conditions or privileges of employment.
- (3) To post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Equal Employment/Fair Housing Office setting forth the provisions of this chapter.
- (4) To state in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, sex or age.
- (5) To obtain a written statement from any labor union or labor organization furnishing labor or service to Contractors in which said union or organization has agreed not to engage in any discriminatory employment practices as defined in this chapter and to take affirmative action to implement policies and provisions of this chapter.
- (6) To cooperate fully with City and the Equal Employment/Fair Housing Office in connection with any investigation or conciliation effort of the Equal Employment/Fair Housing Office to ensure that the purpose of the provisions against discriminatory employment practices are being carried out.
- (7) To require of all subcontractors having 15 or more employees who hold any subcontract providing for the expenditure of \$2,000 or more in connection with any contract with the City subject to the terms of this chapter that they do not engage in any discriminatory employment practice as defined in this chapter

For the purposes of this Offer and any resulting Contract, Contractor adopts the provisions of the City's Minimum Standard Non-Discrimination and Non-Retaliation Policy set forth below.

**City of Austin**

**Minimum Standard Non-Discrimination and Non-Retaliation in Employment Policy**

As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations.

The Contractor will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, age, religion, veteran status, gender identity, disability, or sexual orientation. This policy covers all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising, selection for training and apprenticeship, rates of pay or other forms of compensation, and layoff or termination.

The Contractor agrees to prohibit retaliation, discharge or otherwise discrimination against any employee or applicant for employment who has inquired about, discussed or disclosed their compensation.

Further, employees who experience discrimination, sexual harassment, or another form of harassment should immediately report it to their supervisor. If this is not a suitable avenue for addressing their complaint, employees are advised to contact another member of management or their human resources representative. No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting a violation of this policy. Furthermore, any employee, supervisor, or manager who becomes aware of any such discrimination or harassment should immediately report it to executive management or the human resources office to ensure that such conduct does not continue.

Contractor agrees that to the extent of any inconsistency, omission, or conflict with its current non-discrimination and non-retaliation employment policy, the Contractor has expressly adopted the provisions of the City's Minimum Non-Discrimination Policy contained in Section 5-4-2 of the City Code and set forth above, as the Contractor's Non-Discrimination Policy or as an amendment to such Policy and such provisions are intended to not only supplement the Contractor's policy, but will also supersede the Contractor's policy to the extent of any conflict.

UPON CONTRACT AWARD, THE CONTRACTOR SHALL PROVIDE THE CITY A COPY OF THE CONTRACTOR'S NON-DISCRIMINATION AND NON-RETALIATION POLICIES ON COMPANY LETTERHEAD, WHICH CONFORMS IN FORM, SCOPE, AND CONTENT TO THE CITY'S MINIMUM NON-DISCRIMINATION AND NON-RETALIATION POLICIES, AS SET FORTH HEREIN, OR THIS NON-DISCRIMINATION AND NON-RETALIATION POLICY, WHICH HAS BEEN ADOPTED BY THE CONTRACTOR FOR ALL PURPOSES WILL BE CONSIDERED THE CONTRACTOR'S NON-DISCRIMINATION AND NON-RETALIATION POLICY WITHOUT THE REQUIREMENT OF A SEPARATE SUBMITTAL.

**Sanctions:**

Our firm understands that non-compliance with Chapter 5-4 and the City's Non-Retaliation Policy may result in sanctions, including termination of the contract and suspension or debarment from participation in future City contracts until deemed compliant with the requirements of Chapter 5-4 and the Non-Retaliation Policy.

**Term:**

The Contractor agrees that this Section 0800 Non-Discrimination and Non-Retaliation Certificate of the Contractor's separate conforming policy, which the Contractor has executed and filed with the City, will remain in force and effect for one year from the date of filing. The Contractor further agrees that, in consideration of the receipt of continued Contract payment, the Contractor's Non-Discrimination and Non-Retaliation Policy will automatically renew from year-to-year for the term of the underlying Contract.

Dated this 21 day of March, 2017

CONTRACTOR

Authorized  
Signature

Title

Capitol Courier  
[Signature]  
President



**City of Austin, Texas**  
**Section 0805**  
**NON-SUSPENSION OR DEBARMENT CERTIFICATION**

The City of Austin is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. Covered transactions include procurement contracts for goods or services equal to or in excess of \$25,000.00 and all non-procurement transactions. This certification is required for all Vendors on all City of Austin Contracts to be awarded and all contract extensions with values equal to or in excess of \$25,000.00 or more and all non-procurement transactions.

The Offeror hereby certifies that its firm and its principals are not currently suspended or debarred from bidding on any Federal, State, or City of Austin Contracts.

**CITY OF AUSTIN, TEXAS  
SECTION 0810  
NON-COLLUSION,  
NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION**

The term “**Offeror**”, as used in this document, includes the individual or business entity submitting the Offer. For the purpose of this Affidavit, an Offeror includes the directors, officers, partners, managers, members, principals, owners, agents, representatives, employees, other parties in interest of the Offeror, and any person or any entity acting for or on behalf of the Offeror, including a subcontractor in connection with this Offer.

1. **Anti-Collusion Statement.** The Offeror has not in any way directly or indirectly:

- a. colluded, conspired, or agreed with any other person, firm, corporation, Offeror or potential Offeror to the amount of this Offer or the terms or conditions of this Offer.
- b. paid or agreed to pay any other person, firm, corporation Offeror or potential Offeror any money or anything of value in return for assistance in procuring or attempting to procure a contract or in return for establishing the prices in the attached Offer or the Offer of any other Offeror.

2. **Preparation of Solicitation and Contract Documents.** The Offeror has not received any compensation or a promise of compensation for participating in the preparation or development of the underlying Solicitation or Contract documents. In addition, the Offeror has not otherwise participated in the preparation or development of the underlying Solicitation or Contract documents, except to the extent of any comments or questions and responses in the solicitation process, which are available to all Offerors, so as to have an unfair advantage over other Offerors, provided that the Offeror may have provided relevant product or process information to a consultant in the normal course of its business.

3. **Participation in Decision Making Process.** The Offeror has not participated in the evaluation of Offers or other decision making process for this Solicitation, and, if Offeror is awarded a Contract no individual, agent, representative, consultant, subcontractor, or sub-consultant associated with Offeror, who may have been involved in the evaluation or other decision making process for this Solicitation, will have any direct or indirect financial interest in the Contract, provided that the Offeror may have provided relevant product or process information to a consultant in the normal course of its business.

4. **Present Knowledge.** Offeror is not presently aware of any potential or actual conflicts of interest regarding this Solicitation, which either enabled Offeror to obtain an advantage over other Offerors or would prevent Offeror from advancing the best interests of the City in the course of the performance of the Contract.

5. **City Code.** As provided in Sections 2-7-61 through 2-7-65 of the City Code, no individual with a substantial interest in Offeror is a City official or employee or is related to any City official or employee within the first or second degree of consanguinity or affinity.

6. **Chapter 176 Conflict of Interest Disclosure.** In accordance with Chapter 176 of the Texas Local Government Code, the Offeror:

- a. does not have an employment or other business relationship with any local government officer of the City or a family member of that officer that results in the officer or family member receiving taxable income;

- b. has not given a local government officer of the City one or more gifts, other than gifts of food, lodging, transportation, or entertainment accepted as a guest, that have an aggregate value of more than \$100 in the twelve month period preceding the date the officer becomes aware of the execution of the Contract or that City is considering doing business with the Offeror. and
  - c. does not have a family relationship with a local government officer of the City in the third degree of consanguinity or the second degree of affinity.
7. As required by Chapter 176 of the Texas Local Government Code, Offeror must file a Conflict of Interest Questionnaire with the Office of the City Clerk no later than 5:00 P.M. on the seventh (7th) business day after the commencement of contract discussions or negotiations with the City or the submission of an Offer, or other writing related to a potential Contract with the City. The questionnaire is available on line at the following website for the City Clerk:

<http://www.austintexas.gov/departments/conflict-interest-questionnaire>

There are statutory penalties for failure to comply with Chapter 176.

If the Offeror cannot affirmatively swear and subscribe to the forgoing statements, the Offeror shall provide a detailed written explanation with any solicitation responses on separate pages to be annexed hereto.

8. **Anti-Lobbying Ordinance.** As set forth in the Solicitation Instructions, Section 0200, paragraph 7N, between the date that the Solicitation was issued and the date of full execution of the Contract, Offeror has not made and will not make a representation to a City official or to a City employee, other than the Authorized Contact Person for the Solicitation, except as permitted by the Ordinance.

**Section 0815: Living Wages Contractor Certification**

Company Name PES Enterprises dba Capitol Courier

Pursuant to the Living Wages provision (reference Section 0400, Supplemental Purchase Provisions) the Contractor is required to pay to all employees directly assigned to this City contract a minimum Living Wage equal to or greater than \$13.50 per hour.

The below listed employees of the Contractor who are directly assigned to this contract are compensated at wage rates equal to or greater than \$13.50 per hour.

Employee Name	Employee Job Title
Gregory Soto	Dispatch Lead/Driver
Jason Weaver	Dispatch Lead/Driver
Jennifer Gil	Dispatch Support / Driver

**\*USE ADDITIONAL PAGES AS NECESSARY\***

- (1) All future employees assigned to this Contract will be paid a minimum Living Wage equal to or greater than \$13.50 per hour
- (2) Our firm will not retaliate against any employee claiming non-compliance with the Living Wage provision.

A Contractor who violates this Living Wage provision shall pay each affected employee the amount of the deficiency for each day the violation continues. Willful or repeated violations of the provision or fraudulent statements made on this certification may result in termination of this Contract for Cause and subject the firm to possible suspension or debarment, or result in legal action.

**Section 0835: Non-Resident Bidder Provisions**

Company Name PES Enterprises dba Capitol Courier

- A. Bidder must answer the following questions in accordance with Vernon's Texas Statutes and Codes Annotated Government Code 2252.002, as amended:

Is the Bidder that is making and submitting this Bid a "Resident Bidder" or a "non-resident Bidder"?

Answer: Resident Bidder

- (1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.  
(2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder.

- B. If the Bidder is a "Nonresident Bidder" does the state, in which the Nonresident Bidder's principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the Bid of a Resident Bidder of that state in order for the nonresident Bidder of that state to be awarded a Contract on such bid in said state?

Answer: \_\_\_\_\_ Which State: \_\_\_\_\_

- C. If the answer to Question B is "yes", then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a Contract on such bid in said state?

Answer: \_\_\_\_\_



**Section 0900: Minority- and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Form**

SOLICITATION NUMBER: JRD0036  
PROJECT NAME: COURIER SERVICES

The City of Austin has determined that no goals are appropriate for this project. Even though goals were not assigned for this solicitation, the Bidder/Proposer is required to comply with the City's MBE/WBE Procurement Program, if areas of subcontracting are identified.

If any service is needed to perform the Contract and the Bidder/Proposer does not perform the service with its own workforce or if supplies or materials are required and the Bidder/Proposer does not have the supplies or materials in its inventory, the Bidder/Proposer shall contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service or provide the supplies or materials. The Bidder/Proposer must also make a Good Faith Effort to use available MBE and WBE firms. Good Faith Efforts include but are not limited to contacting the listed MBE and WBE firms to solicit their interest in performing on the Contract, using MBE and WBE firms that have shown an interest, meet qualifications, and are competitive in the market; and documenting the results of the contacts.

**Will subcontractors or sub-consultants or suppliers be used to perform portions of this Contract?**

No ☒ If no, please sign the No Goals Form and submit it with your Bid/Proposal in a sealed envelope  
If yes, please contact SMBR to obtain further instructions and an availability list and perform Good Faith Efforts. Complete and submit the No Goals Form and the No Goals Utilization Plan with your Bid/Proposal in a sealed envelope.  
Yes ☐

After Contract award, if your firm subcontracts any portion of the Contract, it is a requirement to complete Good Faith Efforts and the No Goals Utilization Plan, listing any subcontractor, sub-consultant, or supplier. Return the completed Plan to the Project Manager or the Contract Manager.

I understand that even though goals were not assigned, I must comply with the City's MBE/WBE Procurement Program if subcontracting areas are identified. I agree that this No Goals Form and No Goals Utilization Plan shall become a part of my Contract with the City of Austin.

PES Enterprises dba Capitol Courier

Company Name

Paul E. Swope - President

Name and Title of Authorized Representative (Print or Type)

Paul E. Swope

Signature

Date

3/21/17

## Attachment A - Routes

### ROUTE A

#### Morning Route

Route Schedule/Hours: M-F, 9:30 a.m. - 12:30 p.m.  
 Estimated departure time from Mail Center: 9:30 AM - 10:00 AM  
 Estimated return time back to Mail Center: 12:30 PM  
 Estimated Mileage: 25 miles  
 Estimated Time: 2.25 hours

#### Afternoon Route

Route Schedule/Hours: M-F, 1:00 p.m.- 3:30 p.m.  
 Estimated departure time from Mail Center: 1:00 p.m.  
 Estimated return time back to Mail Center: 3:30 p.m. daily  
 Estimated Mileage: 25 miles  
 Estimated Time: 2 hours

Department	Bldg Name	Address	Floor
EMS & Code Compliance	RBJ	15 Waller St. Austin, TX 78702	2nd/5th
Palmer Events Center	Palmer Events Center	900 Barton Springs Rd. Austin, TX 78704	2nd
PARD	PARD HQ	200 S. Lamar Blvd. Austin, TX 78704	1st
Austin Energy	Town Lake Center	721 Barton Springs Rd. Austin, TX 78704	1st
Development Services (DSD)	One Texas Center	505 Barton Springs Rd. Austin, TX 78704	1st
Fire Investigations/pick up all other dept outgoing mail	One Texas Center	505 Barton Springs Rd.	1st
Planning & Zoning (PNZ)	One Texas Center	505 Barton Springs Rd.	5th
Human Resources (HRD)	One Texas Center	505 Barton Springs Rd.	6th
Public Works	One Texas Center	505 Barton Springs Rd.	8th
Building Management	One Texas Center	505 Barton Springs Rd.	10th
Capital Contracting Office, Suite 1045	One Texas Center	505 Barton Springs Rd.	10th
Watershed Protection	One Texas Center	505 Barton Springs Rd.	12th
Small Business Program Management/EDD	One Texas Center	505 Barton Springs Rd.	13th
ORES (Office of Real Estate)	One Texas Center	505 Barton Springs Rd.	13th
Transportation (Toomey Rd)	PW Sign Shop	1501 Toomey Rd. Austin, TX 78704	1st

## Attachment A - Routes

### ROUTE B

Route Schedule/Hours: M-F, 9:30 a.m. - 12:30 p.m.

Estimated departure time from Mail Center: 9:30 a.m. - 10:00 a.m. daily

Estimated return time back to Mail Center: 12:30 p.m. daily

Estimated Mileage: 49 miles

Estimated Time: 3 hours

Department	Bldg Name	Address	Floor
CTM	Austin Housing Authority	1124 S Interstate 35 Frontage Rd. Austin, TX 78704	1st
ATD (Transportation Dept)	LCRA	3701 Lake Austin Blvd. Austin, TX 78703	1st
Fire Wellness/Fire Safety/OMD/EMS Clinic	Fire Wellness/Fire Safety/OMD/EMS Clinic Practice facility	517 S. Pleasant Valley Rd. Austin, TX 78741	1st
Police Monitor - Bldg 1	Rutherford Lane Campus	1520 Rutherford Ln. Austin, TX 78754	2nd
Labor Relations - Bldg 2	Rutherford Lane Campus	1520 Rutherford Ln.	2nd
CTECC	Central Texas Emergency Comand Center	5010 Old Manor Rd. Austin, TX 78723	1st
SMBR	Technicenter	4201 Ed Bluestein Blvd. Austin, TX 78721	2nd
Fire Admin	Technicenter	4201 Ed Bluestein Blvd.	2nd
EMS Supply	Technicenter	4201 Ed Bluestein Blvd.	2nd
TDC	Technicenter	4201 Ed Bluestein Blvd.	1st
ARR, Code Enforcement, Solid Waste	Rutherford Lane Campus, Bldg 1	1520 Rutherford Ln. Austin, TX 78754	1st
Aviation (HR)	Aviation	2716 Spirit of Texas Dr. Austin, TX 78719	1st
HRD-LRC	HRD	2800 Spirit of Texas Dr. Austin, TX 78719	1st

## Attachment A - Routes

### ROUTE C

#### Morning Route

Route Schedule/Hours: M-F, 9:30 a.m. - 12:30 p.m.  
 Estimated departure time from Mail Center: 9:30 a.m. - 10:00 a.m. daily  
 Estimated return time back to Mail Center: 12:30 p.m. daily  
 Estimated Mileage: 25 miles  
 Estimated Time: 2.25 hours

#### Afternoon Route

Route Schedule/Hours: M-F, 1:00 p.m.- 2:30 p.m.  
 Estimated departure time from Mail Center: 1:00 p.m.  
 Estimated return time back to Mail Center: 3:00 p.m. daily  
 Estimated Mileage: 25 miles  
 Estimated Time: 2 hours

Department	Bldg Name	Address	Floor
ACCD	Convention Center	500 E. Cesar Chavez	1st
EGRSO (Cultural Arts)		201 E. 2nd	1st
Legal Dept	City Hall	301 W. 2nd	4th
Budget	City Hall	301 W. 2nd	3rd
PIO	City Hall	301 W. 2nd	3rd
City Manager	City Hall	301 W. 2nd	3rd
Asst. City Manager	City Hall	301 W. 2nd	3rd
EDD	City Hall	301 W. 2nd	2nd
Mayor	City Hall	301 W. 2nd	2nd
Council	City Hall	301 W. 2nd	2nd
City Clerk	City Hall	301 W. 2nd	1st
Auditing	Silicon Labs	200 W. 2nd	2nd
Finance Dept	Muni Bldg	124 W. 8th	1st
Purchasing	Muni Bldg	124 W. 8th	3rd
TARA Claims/Cable	Muni Bldg	124 W. 8th	2nd
Municipal Court	Municipal Court	700 E. 7th	1st
APD	APD Headquarters	715 E. 8th	1st
Austin Water Utility	Waller Creek	625 E. 10th	5th
Water Conservation	Waller Creek	625 E. 10th	6th
Velocity	Velocity	610 E. 11th	1st
Neighborhood Housing & Community Development / Sustainability	NHCD	1000 E. 11th St.	2nd/3rd
African American Culture Heritage Facility	AACHF	912 E 11th St	1st
EE & FHO	Snell	1050 E. 11st St	2nd
Eastside Story	DeWitty	Rosewood - E. 12th	1st

## ATTACHMENT B - PARD LOCATIONS

### A. Jimmy Clay-Roy Kizer Golf Courses:

- a. Pick-up location: Golf Pro Shop, 5400 Jimmy Clay Golf Course, Austin, Texas 78704.
- b. Pick-up time: Monday through Saturday or Monday through Sunday between 2:00 P.M. and 6:00 PM
- c. General description of goods to be picked up: Estimated average amount of \$2,800 per day (cash and checks).

### B. Morris Williams Golf Course:

- a. Pick-up location: Golf Pro Shop, 3851 Manor Road, Austin, Texas 78723.
- b. Pick-up time: Monday through Saturday or Monday through Sunday between 2:00 P.M. and 6:00 PM. Closed one Monday per month (subject to change).
- c. General description of goods to be picked up: Estimated average amount of \$1,600 per day (cash and checks).

### C. Lions Golf Course:

- a. Pick-up location: Golf Pro Shop, 2901 Enfield, Austin, Texas 78703.
- d. Pick-up time: Monday through Saturday or Monday through Sunday between 2:00 P.M. and 6:00 PM. Closed one Monday per month (subject to change).
- b. General description of goods to be picked up: Estimated average amount of \$1,600 per day (cash and checks).

### D. Hancock Golf Course:

- a. Pick-up location: Golf Pro Shop, 811 East 41<sup>st</sup>, Austin, Texas 78751.
- b. Pick-up time: Monday through Saturday or Monday through Sunday between 2:00 P.M. and 6:00 PM.
- c. General description of goods to be picked up: Estimated average amount of \$600 per day (cash and checks).

### E. PARD Facilities Services - Cemetery Office:

- a. Pick-up location: Cemetery Office, 2800 Hancock Drive, Austin, TX 78731
- b. Pick-up time: Monday through Friday between 2:30 PM and 4:30 PM.
- c. General description of goods to be picked up: Estimated average amount of \$4,000 per day (checks and cash).





## City of Austin

### Purchasing Office

P.O. Box 1088, Austin, TX 78767

July 12, 2017

Ralph Riojas dba Riojas Enterprises  
Mr. Ralph Riojas  
PO Box 2313  
Austin, TX 78768

Dear Mr. Riojas:

The Austin City Council approved the execution of a contract with P.E.S Enterprises dba Capitol Courier and Ralph Riojas dba Riojas Enterprises in accordance with the referenced solicitation.

Responsible Department:	Building Services Department
Department Contact Person:	David Lothery
Department Contact Email Address:	<a href="mailto:david.lothery@austintexas.gov">david.lothery@austintexas.gov</a>
Department Contact Telephone:	(512) 974-1332
Responsible Department:	Parks and Recreation Department
Department Contact Person:	Matthew Clites
Department Contact Email Address:	<a href="mailto:matthew.clites@austintexas.gov">matthew.clites@austintexas.gov</a>
Department Contact Telephone:	(512) 974-6742
Project Name:	Courier Services
Contractor Name:	Riojas Enterprises
Contract Number:	MA 7500 NA170000176
Contract Period:	7/12/2017 – 7/11/2019
Dollar Amount	\$190,000 divided between the Contractors
Extension Options:	Three 12-month options
Requisition Number:	RQM 7500 17012500239
Solicitation Type & Number:	IFB JRD0036
Agenda Item Number:	39
Council Approval Date:	6/15/2017

Thank you for your interest in doing business with the City of Austin. If you have any questions regarding this contract, please contact the person referenced under Department Contact Person.

Sincerely,

Jonathan Dalchau  
Procurement Specialist IV  
City of Austin  
Purchasing Office

**CONTRACT BETWEEN THE CITY OF AUSTIN ("CITY")  
AND  
RALPH RIOJAS DBA RALPH RIOJAS ENTERPRISES ("CONTRACTOR")  
FOR  
COURIER SERVICES  
MA 7500 NA170000176**

The City accepts the Contractor's Offer (as referenced in Section 1.1.3 below) for the above requirement and enters into the following Contract.

This Contract is between Ralph Riojas dba Ralph Riojas Enterprises having offices at 3401 Gonzales Street, Austin, TX 78702 and the City, a home-rule municipality incorporated by the State of Texas, and is effective as of the date executed by the City ("Effective Date").

Capitalized terms used but not defined herein have the meanings given them in Solicitation Number IFB JRD0036 - Courier Services.

**1.1 This Contract is composed of the following documents:**

- 1.1.1 This Document
- 1.1.2 The City's Solicitation, Invitation for Bid (IFB), JRD0036 - Courier Services including all documents incorporated by reference
- 1.1.3 Ralph Riojas dba Ralph Riojas Enterprises Offer, dated 3/20/2017, including subsequent clarifications.

**1.2 Order of Precedence.** Any inconsistency or conflict in the Contract documents shall be resolved by giving precedence in the following order:

- 1.2.1 This Document
- 1.2.2 The City's Solicitation as referenced in Section 1.1.2, including all documents incorporated by reference
- 1.2.3 The Contractor's Offer as referenced in Section 1.1.3, including subsequent clarifications

**1.3 Term of Contract.** The Contract will be in effect for an initial term of twenty-four (24) months and may be extended thereafter for up to three (3) twelve (12) month extension option(s), subject to the approval of the Contractor and the City Purchasing Officer or his designee. See the Term of Contract provision in Section 0400 for additional Contract requirements.

**1.4 Compensation.** The Contractor shall be paid a total Not-to-Exceed amount of \$190,000 divided among the Contractors for the initial Contract term and \$95,000 divided among the Contractors for each extension option as indicated in the Bid Sheet, IFB Section 0600. Payment shall be made upon successful completion of services or delivery of goods as outlined in each individual Delivery Order.

**1.5 Quantity of Work.** There is no guaranteed quantity of work for the period of the Contract and there are no minimum order quantities. Work will be on an as needed basis as specified by the City for each Delivery Order.

**1.6 Clarifications and Additional Agreements.** The following are incorporated into the Contract.

- 1.6.1 P.E.S. Enterprises dba Capitol Courier is awarded Category 1 - Municipal Court Routes and Category 4 - As Needed Destination Routes based on the lines bid in Section 0600 - Bid Sheet for IFB 7500 JRD0036.

1.6.2 Ralph Riojas dba Ralph Riojas Enterprises is awarded Category 2 - Building Services Routes, Category 3 - Parks & Recreation Routes, and Category 5 - Non-Specified Items based on the lines bid in Section 0600 - Bid Sheet for IFB 7500 JRD0036.

This Contract (including any Exhibits) constitutes the entire agreement of the parties regarding the subject matter of this Contract and supersedes all prior and contemporaneous agreements and understandings, whether written or oral, relating to such subject matter. This Contract may be altered, amended, or modified only by a written instrument signed by the duly authorized representatives of both parties.

In witness whereof, the City has caused a duly authorized representative to execute this Contract on the date set forth below.

**RALPH RIOJAS DBA RALPH RIOJAS  
ENTERPRISES**

**CITY OF AUSTIN**

Ralph Riojas  
Printed Name of Authorized Person

Jonathan Dalchau  
Printed Name of Authorized Person

Ralph Riojas  
Signature

[Signature]  
Signature

owner

Procurement Specialist IV

Title:  
6-19-2017

Title:  
7/12/2017

Date:

Date:



**ADDENDUM  
INVITATION FOR BID  
COURIER SERVICES  
CITY OF AUSTIN, TEXAS**

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**IFB: JRD0036**

**Addendum No: 1**

**Date of Addendum: March 7, 2017**

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This addendum is to incorporate the following changes to the above-referenced solicitation.

**1.0 Questions and Answers.**

(Q1) Is there a current contract and is there a previous bid tab?

(A1) Attached are the bid tabs for previously bid solicitations. These were solicited independent of each other.

NA150000065 - [https://www.ci.austin.tx.us/financeonline/contract\\_catalog/OCCViewMA.cfm?cd=MA&dd=4600&id=NA150000065](https://www.ci.austin.tx.us/financeonline/contract_catalog/OCCViewMA.cfm?cd=MA&dd=4600&id=NA150000065)

NA160000138 - [https://www.ci.austin.tx.us/financeonline/contract\\_catalog/OCCViewMA.cfm?cd=MA&dd=8600&id=NA160000138](https://www.ci.austin.tx.us/financeonline/contract_catalog/OCCViewMA.cfm?cd=MA&dd=8600&id=NA160000138)

NA170000008 - [https://www.ci.austin.tx.us/financeonline/contract\\_catalog/OCCViewMA.cfm?cd=MA&dd=7500&id=NA170000008](https://www.ci.austin.tx.us/financeonline/contract_catalog/OCCViewMA.cfm?cd=MA&dd=7500&id=NA170000008)

(Q2) What is the anticipated start date for this contract?

(A2) Depending on the total amounts bid, the contract could start as early as the end of March for the Building Services routes. Other routes are dependent on if the total amount bid exceeds the amount needed for Council approval.

(Q3) My company is a minority certified firm, can I bid as a prime on this contract?

(A3) Yes you may bid as a prime Contractor. This solicitation did not have goals assigned to it, however, a prime contractor may elect to subcontract portions of their bid. They would just need to follow the process as outlined in Section 0900 – No Goals form by contacting the City's Small and Minority Business Resources Department (SMBR) at (512) 974-7600.

(Q4) Are the routes set, or can we optimize the routes?

(A4) For Category 2, the Building Services Department has been performing the services on this route and feels like it has been optimized, however the department is open to suggested improvements. The other category routes may be optimized as needed.

(Q5) Do I have to bid on each Category or can I just bid specific routes?

(A5) For Categories 1 - 4, you may provide pricing for one or more of these categories. Category 5 is for information purposes only. It offers you the opportunity to indicate other services that you can provide the City if you are awarded one of the previous categories.



(Q6) Can you disclose the expectations you have for the new courier team and how we can best meet the needs of the business?

(A6) The expectations of this contract is to combine services to capture economies of scale, add available funding, and establish a long term solution for the City departments.

(Q7) Are the routes set, or can we optimize the routes?

(A7) For Category 2, the Building Services Department has been performing the services on this route and feels like it has been optimized, however the department is open to suggested improvements. The other category routes may be optimized as needed.

(Q8) Do I need to submit the Insurance Certificate or Form 1295 – Certificate of Interested Parties forms with the bid?

(A8) No you do not need to submit the Insurance Certificate and Form 1295 documents with your bid. The City will ask for those documents from the recommended Contractor(s) at the time of contract execution.

2.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

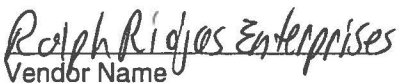
BY THE SIGNATURES affixed below, this Addendum is hereby incorporated into and made a part of the above-referenced Invitation for Bid.

APPROVED BY:

  
Jonathan Dalchau, Senior Buyer Specialist  
Purchasing Office

3/7/2017  
Date

ACKNOWLEDGED BY:

  
Vendor Name

  
Authorized Signature

3-20-17  
Date

**RETURN A COPY OF THIS ADDENDUM**  
**to the Purchasing Office, City of Austin, Texas with your bid.**  
**Failure to do so may constitute grounds for rejection of your bid.**





**ADDENDUM  
INVITATION FOR BID  
COURIER SERVICES  
CITY OF AUSTIN, TEXAS**

IFB: JRD0038

Addendum No: 2

Date of Addendum: March 10, 2017

This addendum is to incorporate the following changes to the above-referenced solicitation.

1.0 Clarification: Bid Due time nomenclature is updated to clarify bids are due at 2:00 PM Central Daylight Savings Time.

1.1 Bid Due Prior To time and date is 2:00 PM (CDT), Tuesday, March 21, 2017.

2.0 Questions and Answers.

(Q1) How many awards will be made?

(A1) Awards will be made to the lowest bidding vendor meeting the solicitation requirements. The City may award to a single vendor, but may elect to award to up to four vendors based on the categories listed on the Bid Sheet if advantageous to the City.


(Q2) How often are the "as needed destination" routes?

(A2) The need for these routes are not known. It could happen several times a year or not at all in a given year.

3.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated into and made a part of the above-referenced Invitation for Bid.

APPROVED BY:

  
Jonathan Daichau, Procurement Specialist IV  
Purchasing Office

3/10/2017  
Date

ACKNOWLEDGED BY:

  
Vendor Name

  
Authorized Signature

7-1311  
Date

**RETURN A COPY OF THIS ADDENDUM**  
to the Purchasing Office, City of Austin, Texas with your bid.  
Failure to do so may constitute grounds for rejection of your bid.



## CITY OF AUSTIN, TEXAS

### Purchasing Office INVITATION FOR BID (IFB) OFFER SHEET

**SOLICITATION NO:** 7500 JRD0036

**COMMODITY/SERVICE DESCRIPTION:** Courier Services

**DATE ISSUED:** February 27, 2017

**REQUISITION NO.:** 7500 17012500239

**COMMODITY CODE:** 96224

**BID DUE PRIOR TO:** 2:00 PM (CDT), Tuesday, March 21, 2017

**FOR CONTRACTUAL AND TECHNICAL  
ISSUES CONTACT THE FOLLOWING  
AUTHORIZED CONTACTS:**

**BID OPENING TIME AND DATE:** 2:15 PM (CDT), Tuesday, March  
21, 2017

Primary Contact:

Jonathan Dalchau

Procurement Specialist IV

**Phone:** (512) 974-2938

**E-Mail:** jonathan.dalchau@austintexas.gov

**LOCATION:** MUNICIPAL BUILDING, 124 W 8<sup>th</sup> STREET  
RM 308, AUSTIN, TEXAS 78701

**LIVE BID OPENING ONLINE:**

Secondary Contact:

Erika Larsen

Procurement Specialist II

**Phone:** (512) 974-3127

**E-Mail:** erika.larsen@austintexas.gov

**For information on how to attend the Bid Opening online, please select  
this link:**

<http://www.austintexas.gov/department/bid-opening-webinars>

When submitting a sealed Offer and/or Compliance Plan, use the proper address for the type of service desired,  
as shown below:

Address for US Mail (Only)	Address for FedEx, UPS, Hand Delivery or Courier Service
City of Austin	City of Austin, Municipal Building
Purchasing Office-Response Enclosed for Solicitation # JRD0036	Purchasing Office-Response Enclosed for Solicitation # JRD0036
P.O. Box 1088	124 W 8 <sup>th</sup> Street, Rm 308
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

**NOTE:** Offers must be received and time stamped in the Purchasing Office prior to the Due Date and Time. It is the responsibility of the Offeror to ensure that their Offer arrives at the receptionist's desk in the Purchasing Office prior to the time and date indicated. Arrival at the City's mailroom, mail terminal, or post office box will not constitute the Offer arriving on time. See Section 0200 for additional solicitation instructions.

**All Offers (including Compliance Plans) that are not submitted in a sealed envelope or container will not be considered.**

The Vendor agrees, if this Offer is accepted within 120 calendar days after the Due Date, to fully comply in strict accordance with the Solicitation, specifications and provisions attached thereto for the amounts shown on the accompanying Offer.

**SUBMIT 1 ORIGINAL AND 1 ELECTRONIC COPY OF YOUR RESPONSE**  
(Electronic copy should be a single scanned file of the original proposal per flash drive)

**\*\*\*SIGNATURE FOR SUBMITTAL REQUIRED ON PAGE 3 OF THIS DOCUMENT\*\*\***

**This solicitation is comprised of the following required sections. Please ensure to carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.**

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	8
0500	SCOPE OF WORK	4
0600	BID SHEET – Must be completed and returned with Offer	2
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	2
0700	REFERENCE SHEET – Complete and return if required	2
0800	NON-DISCRIMINATION AND NON-RETALIATION CERTIFICATION	1
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0815	LIVING WAGES CONTRACTOR CERTIFICATION–Complete and return	1
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1
0900	MBE/WBE PROCUREMENT PROGRAM PACKAGE NO GOALS FORM – Complete & return	2
Attachment A	BUILDING SERVICE ROUTES	3
Attachment B	PARKS & RECREATION ROUTES	1

**\* Documents are hereby incorporated into this Solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of the \* Sections are available on the Internet at the following online address:**

[http://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm#STANDARDBIDDOCUMENTS](http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS)

**If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office located in the Municipal Building, 124 West 8<sup>th</sup> Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. Please have the Solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed, or faxed to you.**

### **INTERESTED PARTIES DISCLOSURE**

**In addition, Section 2252.908 of the Texas Government Code requires the successful offeror to complete a Form 1295 “Certificate of Interested Parties” that is signed and notarized for a contract award requiring council authorization. The “Certificate of Interested Parties” form must be completed on the Texas Ethics Commission website, printed, signed and submitted to the City by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury prior to final contract execution.**

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

Company Name: Ralph Riojas Enterprises

Company Address: PO Box 2313

City, State, Zip: Austin TX 78768

Federal Tax ID No. \_\_\_\_\_

Printed Name of Officer or Authorized Representative: Ralph Riojas

Title: owner

Signature of Officer or Authorized Representative: Ralph Riojas

Date: 3-20-2017

Email Address: Riojas44@yahoo.com

Phone Number: 512.318.7186

**\* Completed Bid Sheet, section 0600 must be submitted with this Offer sheet to be considered for award**

**SECTION 0600 - BID SHEET  
CITY OF AUSTIN  
COURIER SERVICES**

**SOLICITATION NO.: IFB 7500 JRD0036**


**Special Instructions:** Offerors must use this Bid Sheet to submit pricing. Be advised that exceptions taken to any portion of the solicitations may jeopardize acceptance of your Offer.

The Unit Price listed for each Item Number line shall be a flat rate charged to make the listed stops and include all charges for administrative, fees, overhead, and transportation (i.e. travel time, mileage, fuel, and fuel surcharges) costs. These expenses shall be included in the unit rates and shall not be paid separately. The Unit Price listed should be the invoiced price to the City.

A bid of '0' (zero) will be interpreted by the City as a no-charge (free) item and the City will not expect to pay for that item. A bid of 'no bid' or blank entry will be interpreted by the City that the proposer does not wish to bid on that item.

The quantities listed are annual estimates and not a guarantee of actual volume. The City reserves the right to purchase more or less of these quantities as may be required during the Contract Term. Quantities will be as needed and specified by the City for each order. The City reserves the right to make multiple contract awards by line , category, or any other method deemed most advantageous to the City.

**CATEGORY 1 - MUNICIPAL COURT ROUTES**

ITEM NO.	ITEM DESCRIPTION	ESTIMATED ANNUAL QTY	UNIT	UNIT PRICE	EXTENDED PRICE
1.1	Flat rate for pickup from Downtown Post Office (823 Congress Ave) and Capitol Station Post Office (111 E 17th St) and deliver to Municipal Court (700 E 7th St)	249	EACH	50.00	12,450
1.2	Flat rate for pickup from Municipal Court Customer Service Centers (12425 Lamplight Village Avenue or 5700 Manchaca Road) and deliver to Municipal Court (700 E 7th St)	200	 CH	0	0
1.3	Flat rate for pickup from Municipal Court (700 E 7th St) and deliver to Municipal Court Customer Service Centers (12425 Lamplight Village Avenue or 5700 Manchaca Road)	100	EACH	0	0
1.4	Flat rate for pickup from Municipal Court (700 E 7th St) and deliver to a location within the City's Jurisdiction	200	EACH	0	0
<b>TOTAL EXTENDED PRICE - CATEGORY 1 =</b>					12,450

**CATEGORY 2 - BUILDING SERVICES ROUTES**

ITEM NO.	ITEM DESCRIPTION	ESTIMATED ANNUAL QTY	UNIT	UNIT PRICE	EXTENDED PRICE
2.1	Flat rate for pickup from the City Mail Room (2006 4th St) to various City departments following Route A - Morning (estimated 25 miles, 6 locations, 12 stops)	249	EACH	45.00	11,205.00
2.2	Flat rate for pickup from the City Mail Room (2006 4th St) to various City departments following Route A - Afternoon (estimated 25 miles, 6 locations, 13 stops)	249	EACH	45.00	11,205.00
2.3	Flat rate for pickup from the City Mail Room (2006 4th St) to various City departments following Route B (estimated 49 miles, 7 locations, 13 stops)	249	EACH	45.00	11,205.00




2.4	Flat rate for pickup from the City Mail Room (2006 4th St) to various City departments following Route C - Morning (estimated 25 miles, 11 locations, 23 stops)	249	EACH	45. <sup>00</sup>	11,205.
2.5	Flat rate for pickup from the City Mail Room (2006 4th St) to various City departments following Route C Afternoon. (estimated 25 miles, 10 locations, 24 stops)	249	EACH	45. <sup>00</sup>	11,205.
TOTAL EXTENDED PRICE - CATEGORY 2 =					56,025. <sup>00</sup>

### CATEGORY 3 - PARKS & RECREATION ROUTES

ITEM NO.	ITEM DESCRIPTION	ESTIMATED ANNUAL QTY	UNIT	UNIT PRICE	EXTENDED PRICE
3.1	Weekday Route: Flat rate for pickup from various PARD Golf Courses and the Cemetery Office locations (see Attachment B) and deliver to a branch office of the City's bank provider. (estimated 26 miles, 6 stops)	260	EACH	50. <sup>00</sup>	13,000.
3.2	Weekend Route: Flat rate for pickup from various PARD Golf Course locations (see Attachment B) and deliver to a branch office of the City's current bank provider. (estimated 21 miles, 5 stops)	104	EACH	50. <sup>00</sup>	5,200.
TOTAL EXTENDED PRICE - CATEGORY 3 =					18,200.

### CATEGORY 4 - AS NEEDED DESTINATION ROUTES

ITEM NO.	ITEM DESCRIPTION	ESTIMATED ANNUAL QTY	UNIT	UNIT PRICE	EXTENDED PRICE
4.1	Flat rate for all as needed or unscheduled destinations within Austin City Limits from 0-5 miles.	50	EACH	\$0. <sup>00</sup>	0.
4.2	Flat rate for all as needed or unscheduled destinations within Austin City Limits from 5-10 miles.	50	EACH	\$0. <sup>00</sup>	0.
4.3	Flat rate for all as needed or unscheduled destinations within  in City Limits from 10-20 miles.	25	EACH	\$0. <sup>00</sup>	0.
4.4	Flat rate for all as needed or unscheduled destinations within Austin City Limits 20 miles and above.	25	EACH	\$0. <sup>00</sup>	0.
4.5	Flat rate for all as needed or unscheduled destinations within Travis County but outside of Austin City Limits	25	EACH	\$0. <sup>00</sup>	0.
4.6	Rate per mile for as needed or unscheduled destinations outside of Travis County. (ie, San Antonio, San Marcos, Bastrop)	300	Mile	\$0. <sup>00</sup>	0.0
TOTAL EXTENDED PRICE - CATEGORY 4 =					0.
TOTAL EXTENDED PRICE - CATEGORIES 1 TO 4 =					86,675.

**CATEGORY 5. NON-SPECIFIED ITEMS (PRICING FOR THIS SECTION WILL NOT BE USED TO DETERMINE AWARD).**

Please list any additional related services your Company can offer the City along with an associated labor rate, discount off retail price or mark-up for the listed services. Information in Category 5 will not be evaluated, and the City does not guarantee the purchase of any additional services.

Offerors may attach additional sheet(s) listing manufacturers and discount percentages if necessary.

ITEM NO.	DESCRIPTION OF OTHER SERVICES	UNIT OF MEASURE, UNIT PRICE
5.1	General Services Labor Rate	\$15.00 per hr
5.2		
5.3		

**Section 0605: Local Business Presence Identification**

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years, currently employs residents of the City of Austin, Texas, and will use employees that reside in the City of Austin, Texas, to support this Contract. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.

**OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.**

*NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN (REFERENCE SECTION 0900).*

**\*USE ADDITIONAL PAGES AS NECESSARY\***

**OFFEROR:**

Name of Local Firm	Ralph Riojas Ent.	
Physical Address	3401 Gonzales St Austin TX 78702	
Is your headquarters located in the Corporate City Limits? (circle one)	<input checked="" type="radio"/> Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years?	<input checked="" type="radio"/> Yes	No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	<input checked="" type="radio"/> Yes	No

**SUBCONTRACTOR(S):**

Name of Local Firm	NA	
Physical Address	NA	
Is your headquarters located in the Corporate City Limits? (circle one)	<input type="radio"/> Yes	<input type="radio"/> No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	<input type="radio"/> Yes	<input type="radio"/> No

Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

**SUBCONTRACTOR(S):**

Name of Local Firm	N/A	
Physical Address	N/A	
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	Yes	No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

**Section 0700: Reference Sheet**

Responding Company Name

Ralph Riojas Enterprises

The City at its discretion may check references in order to determine the Offeror's experience and ability to provide the products and/or services described in this Solicitation. The Offeror shall furnish at least 3 complete and verifiable references. References shall consist of customers to whom the offeror has provided the same or similar services within the last 5 years. References shall indicate a record of positive past performance.

1. Company's Name

Fiesta Tortillas

Name and Title of Contact

Javier Picos - operations manager

Project Name

Courier route

Present Address

3800 Promotory Point

City, State, Zip Code

Austin TX 78744

Telephone Number

(512) 577.0131 Fax Number ( )

Email Address

Picos@att.net

2. Company's Name

Municipal Court

Name and Title of Contact

David Coleman

Project Name

Courier service

Present Address

PO Box 2135

City, State, Zip Code

Austin TX 78701

Telephone Number

(512) 974.4617 Fax Number ( )

Email Address

David.Coleman@austintexas.gov

3. Company's Name

BSD - City of Austin

Name and Title of Contact

David Lothery

Project Name

Courier service

Present Address

411 Comal E 4th

City, State, Zip Code

Austin TX 78702

Telephone Number

(512) 974.9074 Fax Number ( )

Email Address

David.Lothery@austintexas.gov

**City of Austin, Texas**

**Section 0800**

**NON-DISCRIMINATION AND NON-RETALIATION CERTIFICATION**

**City of Austin, Texas**

**Equal Employment/Fair Housing Office**

To: City of Austin, Texas,

I hereby certify that our firm complies with the Code of the City of Austin, Section 5-4-2 as reiterated below, and agrees:

- (1) Not to engage in any discriminatory employment practice defined in this chapter.
- (2) To take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without discrimination being practiced against them as defined in this chapter, including affirmative action relative to employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training or any other terms, conditions or privileges of employment.
- (3) To post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Equal Employment/Fair Housing Office setting forth the provisions of this chapter.
- (4) To state in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, sex or age.
- (5) To obtain a written statement from any labor union or labor organization furnishing labor or service to Contractors in which said union or organization has agreed not to engage in any discriminatory employment practices as defined in this chapter and to take affirmative action to implement policies and provisions of this chapter.
- (6) To cooperate fully with City and the Equal Employment/Fair Housing Office in connection with any investigation or conciliation effort of the Equal Employment/Fair Housing Office to ensure that the purpose of the provisions against discriminatory employment practices are being carried out.
- (7) To require of all subcontractors having 15 or more employees who hold any subcontract providing for the expenditure of \$2,000 or more in connection with any contract with the City subject to the terms of this chapter that they do not engage in any discriminatory employment practice as defined in this chapter

For the purposes of this Offer and any resulting Contract, Contractor adopts the provisions of the City's Minimum Standard Non-Discrimination and Non-Retaliation Policy set forth below.

**City of Austin**

**Minimum Standard Non-Discrimination and Non-Retaliation in Employment Policy**

As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations.

The Contractor will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, age, religion, veteran status, gender identity, disability, or sexual orientation. This policy covers all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising, selection for training and apprenticeship, rates of pay or other forms of compensation, and layoff or termination.



The Contractor agrees to prohibit retaliation, discharge or otherwise discrimination against any employee or applicant for employment who has inquired about, discussed or disclosed their compensation.

Further, employees who experience discrimination, sexual harassment, or another form of harassment should immediately report it to their supervisor. If this is not a suitable avenue for addressing their complaint, employees are advised to contact another member of management or their human resources representative. No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting a violation of this policy. Furthermore, any employee, supervisor, or manager who becomes aware of any such discrimination or harassment should immediately report it to executive management or the human resources office to ensure that such conduct does not continue.

Contractor agrees that to the extent of any inconsistency, omission, or conflict with its current non-discrimination and non-retaliation employment policy, the Contractor has expressly adopted the provisions of the City's Minimum Non-Discrimination Policy contained in Section 5-4-2 of the City Code and set forth above, as the Contractor's Non-Discrimination Policy or as an amendment to such Policy and such provisions are intended to not only supplement the Contractor's policy, but will also supersede the Contractor's policy to the extent of any conflict.

UPON CONTRACT AWARD, THE CONTRACTOR SHALL PROVIDE THE CITY A COPY OF THE CONTRACTOR'S NON-DISCRIMINATION AND NON-RETALIATION POLICIES ON COMPANY LETTERHEAD, WHICH CONFORMS IN FORM, SCOPE, AND CONTENT TO THE CITY'S MINIMUM NON-DISCRIMINATION AND NON-RETALIATION POLICIES, AS SET FORTH HEREIN, OR THIS NON-DISCRIMINATION AND NON-RETALIATION POLICY, WHICH HAS BEEN ADOPTED BY THE CONTRACTOR FOR ALL PURPOSES WILL BE CONSIDERED THE CONTRACTOR'S NON-DISCRIMINATION AND NON-RETALIATION POLICY WITHOUT THE REQUIREMENT OF A SEPARATE SUBMITTAL.

**Sanctions:**

Our firm understands that non-compliance with Chapter 5-4 and the City's Non-Retaliation Policy may result in sanctions, including termination of the contract and suspension or debarment from participation in future City contracts until deemed compliant with the requirements of Chapter 5-4 and the Non-Retaliation Policy.

**Term:**

The Contractor agrees that this Section 0800 Non-Discrimination and Non-Retaliation Certificate of the Contractor's separate conforming policy, which the Contractor has executed and filed with the City, will remain in force and effect for one year from the date of filing. The Contractor further agrees that, in consideration of the receipt of continued Contract payment, the Contractor's Non-Discrimination and Non-Retaliation Policy will automatically renew from year-to-year for the term of the underlying Contract.

Dated this 3-20-17 day of March, 2017

CONTRACTOR

Authorized  
Signature

Title

Rolph Riojas Ent.  
Rolph Riojas  
Owner

**Section 0815: Living Wages Contractor Certification**

Company Name Ralph Riojas Enterprises

Pursuant to the Living Wages provision (reference Section 0400, Supplemental Purchase Provisions) the Contractor is required to pay to all employees directly assigned to this City contract a minimum Living Wage equal to or greater than \$13.50 per hour.

The below listed employees of the Contractor who are directly assigned to this contract are compensated at wage rates equal to or greater than \$13.50 per hour.

Employee Name	Employee Job Title
Yvonne Torrez	Driver
Sophia Riojas	Driver
Ryan Riojas	Driver
Sylvia Rodriguez	Driver
Raph Riojas	owner/driver
Julian Herrera	Driver

**\*USE ADDITIONAL PAGES AS NECESSARY\***

(1) All future employees assigned to this Contract will be paid a minimum Living Wage equal to or greater than \$13.50 per hour

(2) Our firm will not retaliate against any employee claiming non-compliance with the Living Wage provision.

A Contractor who violates this Living Wage provision shall pay each affected employee the amount of the deficiency for each day the violation continues. Willful or repeated violations of the provision or fraudulent statements made on this certification may result in termination of this Contract for Cause and subject the firm to possible suspension or debarment, or result in legal action.

**Section 0835: Non-Resident Bidder Provisions**

Company Name Rolph Riojas Ent.

- A. Bidder must answer the following questions in accordance with Vernon's Texas Statutes and Codes Annotated Government Code 2252.002, as amended:

Is the Bidder that is making and submitting this Bid a "Resident Bidder" or a "non-resident Bidder"?

Answer: Resident Bidder

- (1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.  
(2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder.

- B. If the Bidder is a "Nonresident Bidder" does the state, in which the Nonresident Bidder's principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the Bid of a Resident Bidder of that state in order for the nonresident Bidder of that state to be awarded a Contract on such bid in said state?

Answer: N/A Which State: \_\_\_\_\_

- C. If the answer to Question B is "yes", then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a Contract on such bid in said state?

Answer: N/A

**Section 0900: Minority- and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Form**

SOLICITATION NUMBER: JRD0036

PROJECT NAME: COURIER SERVICES

**The City of Austin has determined that no goals are appropriate for this project.** Even though goals were not assigned for this solicitation, the Bidder/Proposer is required to comply with the City's MBE/WBE Procurement Program, if areas of subcontracting are identified.

If any service is needed to perform the Contract and the Bidder/Proposer does not perform the service with its own workforce or if supplies or materials are required and the Bidder/Proposer does not have the supplies or materials in its inventory, the Bidder/Proposer shall contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service or provide the supplies or materials. The Bidder/Proposer must also make a Good Faith Effort to use available MBE and WBE firms. Good Faith Efforts include but are not limited to contacting the listed MBE and WBE firms to solicit their interest in performing on the Contract, using MBE and WBE firms that have shown an interest, meet qualifications, and are competitive in the market; and documenting the results of the contacts.

**Will subcontractors or sub-consultants or suppliers be used to perform portions of this Contract?**

No ☒ If no, please sign the No Goals Form and submit it with your Bid/Proposal in a sealed envelope

If yes, please contact SMBR to obtain further instructions and an availability list and perform Good Faith Efforts. Complete and submit the No Goals Form and the No Goals Utilization Plan with your Bid/Proposal in a sealed envelope.

Yes ☐

**After Contract award, if your firm subcontracts any portion of the Contract, it is a requirement to complete Good Faith Efforts and the No Goals Utilization Plan, listing any subcontractor, sub-consultant, or supplier. Return the completed Plan to the Project Manager or the Contract Manager.**

I understand that even though goals were not assigned, I must comply with the City's MBE/WBE Procurement Program if subcontracting areas are identified. I agree that this No Goals Form and No Goals Utilization Plan shall become a part of my Contract with the City of Austin.

*Ralph Riojas Enterprises*

Company Name

*Ralph Riojas - owner*

Name and Title of Authorized Representative (Print or Type)

*Ralph Riojas*

Signature

*3-20-17*

Date

**Minority- and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Utilization Plan**  
(Please duplicate as needed)

SOLICITATION NUMBER: JRD0036

PROJECT NAME: COURIER SERVICES

**PRIME CONTRACTOR / CONSULTANT COMPANY INFORMATION**

Name of Contractor/Consultant	Ralph Riojas Enterprises		
Address	PO Box 2313		
City, State Zip	Austin TX 78768		
Phone Number	512 318.7186	Fax Number	—
Name of Contact Person	Ralph Riojas		
Is Company City certified?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture <input type="checkbox"/>		

I certify that the information included in this No Goals Utilization Plan is true and complete to the best of my knowledge and belief. I further understand and agree that the information in this document shall become part of my Contract with the City of Austin.

Ralph Riojas - owner  
Name and Title of Authorized Representative (Print or Type)

Signature

Date

3-20-17

Provide a list of all proposed subcontractors / sub-consultants / suppliers that will be used in the performance of this Contract. Attach Good Faith Effort documentation if non MBE/WBE firms will be used.

Sub-Contractor / Sub-Consultant	N/A		
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethics / Gender Code: <input type="checkbox"/> Non-Certified		
Vendor ID Code			
Contact Person		Phone Number	
Amount of Subcontract	\$		
List commodity codes & description of services			

Sub-Contractor / Sub-Consultant	N/A		
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/> Ethics / Gender Code: <input type="checkbox"/> Non-Certified		
Vendor ID Code			
Contact Person		Phone Number	
Amount of Subcontract	\$		
List commodity codes & description of services			

**FOR SMALL AND MINORITY BUSINESS RESOURCES DEPARTMENT USE ONLY:**

Having reviewed this plan, I acknowledge that the proposer (HAS) or (HAS NOT) complied with City Code Chapter 2-9A/B/C/D, as amended.

Reviewing Counselor \_\_\_\_\_ Date \_\_\_\_\_ Director/Deputy Director \_\_\_\_\_ Date \_\_\_\_\_

## Attachment A - Routes

### ROUTE A

#### Morning Route

Route Schedule/Hours: M-F, 9:30 a.m. - 12:30 p.m.  
 Estimated departure time from Mail Center: 9:30 AM - 10:00 AM  
 Estimated return time back to Mail Center: 12:30 PM  
 Estimated Mileage: 25 miles  
 Estimated Time: 2.25 hours

#### Afternoon Route

Route Schedule/Hours: M-F, 1:00 p.m.- 3:30 p.m.  
 Estimated departure time from Mail Center: 1:00 p.m.  
 Estimated return time back to Mail Center: 3:30 p.m. daily  
 Estimated Mileage: 25 miles  
 Estimated Time: 2 hours

Department	Bldg Name	Address	Floor
EMS & Code Compliance	RBJ	15 Waller St. Austin, TX 78702	2nd/5th
Palmer Events Center	Palmer Events Center	900 Barton Springs Rd. Austin, TX 78704	2nd
PARD	PARD HQ	200 S. Lamar Blvd. Austin, TX 78704	1st
Austin Energy	Town Lake Center	721 Barton Springs Rd. Austin, TX 78704	1st
Development Services (DSD)	One Texas Center	505 Barton Springs Rd. Austin, TX 78704	1st
Fire Investigations/pick up all other dept outgoing mail	One Texas Center	505 Barton Springs Rd.	1st
Planning & Zoning (PNZ)	One Texas Center	505 Barton Springs Rd.	5th
Human Resources (HRD)	One Texas Center	505 Barton Springs Rd.	6th
Public Works	One Texas Center	505 Barton Springs Rd.	8th
Building Management	One Texas Center	505 Barton Springs Rd.	10th
Capital Contracting Office, Suite 1045	One Texas Center	505 Barton Springs Rd.	10th
Watershed Protection	One Texas Center	505 Barton Springs Rd.	12th
Small Business Program Management/EDD	One Texas Center	505 Barton Springs Rd.	13th
ORES (Office of Real Estate)	One Texas Center	505 Barton Springs Rd.	13th
Transportation (Toomey Rd)	PW Sign Shop	1501 Toomey Rd. Austin, TX 78704	1st



## Attachment A - Routes

### ROUTE B

Route Schedule/Hours: M-F, 9:30 a.m. - 12:30 p.m.

Estimated departure time from Mail Center: 9:30 a.m. - 10:00 a.m. daily

Estimated return time back to Mail Center: 12:30 p.m. daily

Estimated Mileage: 49 miles

Estimated Time: 3 hours

Department	Bldg Name	Address	Floor
CTM	Austin Housing Authority	1124 S Interstate 35 Frontage Rd. Austin, TX 78704	1st
ATD (Transportation Dept)	LCRA	3701 Lake Austin Blvd. Austin, TX 78703	1st
Fire Wellness/Fire Safety/OMD/EMS Clinic	Fire Wellness/Fire Safety/OMD/EMS Clinic Practice facility	517 S. Pleasant Valley Rd. Austin, TX 78741	1st
Police Monitor - Bldg 1	Rutherford Lane Campus	1520 Rutherford Ln. Austin, TX 78754	2nd
Labor Relations - Bldg 2	Rutherford Lane Campus	1520 Rutherford Ln.	2nd
CTECC	Central Texas Emergency Comand Center	5010 Old Manor Rd. Austin, TX 78723	1st
SMBR	Technicenter	4201 Ed Bluestein Blvd. Austin, TX 78721	2nd
Fire Admin	Technicenter	4201 Ed Bluestein Blvd.	2nd
EMS Supply	Technicenter	4201 Ed Bluestein Blvd.	2nd
TDC	Technicenter	4201 Ed Bluestein Blvd.	1st
ARR, Code Enforcement, Solid Waste	Rutherford Lane Campus, Bldg 1	1520 Rutherford Ln. Austin, TX 78754	1st
Aviation (HR)	Aviation	2716 Spirit of Texas Dr. Austin, TX 78719	1st
HRD-LRC	HRD	2800 Spirit of Texas Dr. Austin, TX 78719	1st

## Attachment A - Routes

### ROUTE C

#### Morning Route

Route Schedule/Hours: M-F, 9:30 a.m. - 12:30 p.m.  
 Estimated departure time from Mail Center: 9:30 a.m. - 10:00 a.m. daily  
 Estimated return time back to Mail Center: 12:30 p.m. daily  
 Estimated Mileage: 25 miles  
 Estimated Time: 2.25 hours

#### Afternoon Route

Route Schedule/Hours: M-F, 1:00 p.m.- 2:30 p.m.  
 Estimated departure time from Mail Center: 1:00 p.m.  
 Estimated return time back to Mail Center: 3:00 p.m. daily  
 Estimated Mileage: 25 miles  
 Estimated Time: 2 hours

Department	Bldg Name	Address	Floor
ACCD	Convention Center	500 E. Cesar Chavez	1st
EGRSO (Cultural Arts)		201 E. 2nd	1st
Legal Dept	City Hall	301 W. 2nd	4th
Budget	City Hall	301 W. 2nd	3rd
PIO	City Hall	301 W. 2nd	3rd
City Manager	City Hall	301 W. 2nd	3rd
Asst. City Manager	City Hall	301 W. 2nd	3rd
EDD	City Hall	301 W. 2nd	2nd
Mayor	City Hall	301 W. 2nd	2nd
Council	City Hall	301 W. 2nd	2nd
City Clerk	City Hall	301 W. 2nd	1st
Auditing	Silicon Labs	200 W. 2nd	2nd
Finance Dept	Muni Bldg	124 W. 8th	1st
Purchasing	Muni Bldg	124 W. 8th	3rd
TARA Claims/Cable	Muni Bldg	124 W. 8th	2nd
Municipal Court	Municipal Court	700 E. 7th	1st
APD	APD Headquarters	715 E. 8th	1st
Austin Water Utility	Waller Creek	625 E. 10th	5th
Water Conservation	Waller Creek	625 E. 10th	6th
Velocity	Velocity	610 E. 11th	1st
Neighborhood Housing & Community Development / Sustainability	NHCD	1000 E. 11th St.	2nd/3rd
African American Culture Heritage Facility	AACHF	912 E 11th St	1st
EE & FHO	Snell	1050 E. 11st St	2nd
Eastside Story	DeWitty	Rosewood - E. 12th	1st

## ATTACHMENT B - PARD LOCATIONS

### A. Jimmy Clay-Roy Kizer Golf Courses:

- a. Pick-up location: Golf Pro Shop, 5400 Jimmy Clay Golf Course, Austin, Texas 78704.
- b. Pick-up time: Monday through Saturday or Monday through Sunday between 2:00 P.M. and 6:00 PM
- c. General description of goods to be picked up: Estimated average amount of \$2,800 per day (cash and checks).

### B. Morris Williams Golf Course:

- a. Pick-up location: Golf Pro Shop, 3851 Manor Road, Austin, Texas 78723.
- b. Pick-up time: Monday through Saturday or Monday through Sunday between 2:00 P.M. and 6:00 PM. Closed one Monday per month (subject to change).
- c. General description of goods to be picked up: Estimated average amount of \$1,600 per day (cash and checks).

### C. Lions Golf Course:

- a. Pick-up location: Golf Pro Shop, 2901 Enfield, Austin, Texas 78703.
- d. Pick-up time: Monday through Saturday or Monday through Sunday between 2:00 P.M. and 6:00 PM. Closed one Monday per month (subject to change).
- b. General description of goods to be picked up: Estimated average amount of \$1,600 per day (cash and checks).

### D. Hancock Golf Course:

- a. Pick-up location: Golf Pro Shop, 811 East 41<sup>st</sup>, Austin, Texas 78751.
- b. Pick-up time: Monday through Saturday or Monday through Sunday between 2:00 P.M. and 6:00 PM.
- c. General description of goods to be picked up: Estimated average amount of \$600 per day (cash and checks).

### E. PARD Facilities Services - Cemetery Office:

- a. Pick-up location: Cemetery Office, 2800 Hancock Drive, Austin, TX 78731
- b. Pick-up time: Monday through Friday between 2:30 PM and 4:30 PM.
- c. General description of goods to be picked up: Estimated average amount of \$4,000 per day (checks and cash).

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:  
2017-230004

Date Filed:  
06/28/2017

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Capitol Courier  
Austin, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Austin

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

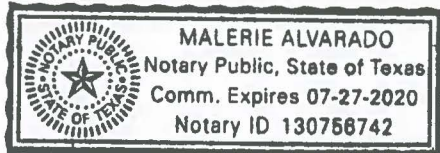
NA170000176  
Courier Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.



### 6 AFFIDAVIT



I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Paul Swope  
Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said PAUL SWOPE, this the 28 day of JUNE, 2017, to certify which, witness my hand and seal of office.

Malerie Alvarado  
Signature of officer administering oath

MALERIE ALVARADO  
Printed name of officer administering oath

NOTARY  
Title of officer administering oath

**FORM 1295**

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**Certificate Number:**  
2017-225297

**Date Filed:**  
06/19/2017

Date Acknowledged:

RR enterprises  
Austin, TX United States

City of Austin

NA170000176  
Courier

**5 Check only if there is NO Interested Party.**



I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said Ralph Rojas, this the 19<sup>th</sup> day of June, 20 17, to certify which, witness my hand and seal of office.

  
Signature of officer administering oath

Olivia Cosby  
Printed name of officer administering oath

Assistant Operations Manager  
Title of officer administering oath

## GOAL DETERMINATION REQUEST FORM

<b>Buyer Name/Phone</b>	Jonathan Dalchau	<b>PM Name/Phone</b>	Taylor Youngblood / 512-974-3519
<b>Sponsor/User Dept.</b>	Building Services	<b>Sponsor Name/Phone</b>	
<b>Solicitation No</b>	IFB JRD0036	<b>Project Name</b>	Courier Services
<b>Contract Amount</b>	\$425,000	<b>Ad Date (if applicable)</b>	2/27/2017
<b>Procurement Type</b>			
<input type="checkbox"/> AD – CSP <input type="checkbox"/> AD – Design Build Op Maint <input type="checkbox"/> IFB – IDIQ <input checked="" type="checkbox"/> Nonprofessional Services <input type="checkbox"/> Critical Business Need <input type="checkbox"/> Sole Source* <input type="checkbox"/> AD – CM@R <input type="checkbox"/> AD – JOC <input type="checkbox"/> PS – Project Specific <input type="checkbox"/> Commodities/Goods <input type="checkbox"/> Interlocal Agreement <input type="checkbox"/> AD – Design Build <input type="checkbox"/> IFB – Construction <input type="checkbox"/> PS – Rotation List <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Ratification			
<b>Provide Project Description**</b>			
This solicitation will provide courier services to delivery materials on dedicated routes for the Building Services and the Municipal Court departments. Additional bid line options will allow other City locations to use on an as needed basis			
<b>Project History: Was a solicitation previously issued; if so were goals established? Were subcontractors/subconsultants utilized? Include prior Solicitation No.</b>			
Previous contracts under Council level, no goals were determined			
<b>List the scopes of work (commodity codes) for this project. (Attach commodity breakdown by percentage; eCAPRIS printout acceptable)</b>			
96224 (100%)			
<b>Buyer Confirmation</b>		<b>Date</b>	

\* Sole Source must include Certificate of Exemption

\*\*Project Description not required for Sole Source

<b>FOR SMBR USE ONLY</b>			
<b>Date Received</b>	2/13/2017	<b>Date Assigned to BDC</b>	2/14/2017
<b>In accordance with Chapter 2-9(A-D)-19 of the Austin City Code, SMBR makes the following determination:</b>			
<input type="checkbox"/> Goals	% MBE	% WBE	
<input type="checkbox"/> Subgoals	% African American	% Hispanic	
	% Asian/Native American	% WBE	
<input type="checkbox"/> Exempt from MBE/WBE Procurement Program		<input checked="" type="checkbox"/> No Goals	



## GOAL DETERMINATION REQUEST FORM

### This determination is based upon the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Insufficient availability of M/WBEs       | <input type="checkbox"/> No availability of M/WBEs                  |
| <input type="checkbox"/> Insufficient subcontracting opportunities | <input checked="" type="checkbox"/> No subcontracting opportunities |
| <input type="checkbox"/> Sufficient availability of M/WBEs         | <input type="checkbox"/> Sufficient subcontracting opportunities    |
| <input type="checkbox"/> Sole Source                               | <input type="checkbox"/> Other                                      |

*If Other was selected, provide reasoning:*

### MBE/WBE/DBE Availability

3 MBE/WBE Certified Firms within the SLBP can bid as primes.

### Subcontracting Opportunities Identified

None

Laura Moreno

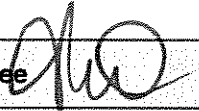
SMBR Staff



Signature/ Date

2/17/17

SMBR Director or Designee



Date

2/17/17

Returned to/ Date: